



GUIDELINES FOR DIGITAL ORAL PRESENTATION ECCO'18 Vienna Congress

Your abstract has been selected for a "digital oral presentation". Abstracts have been selected from the ranking by taking ~ 90 abstracts after those 38 selected for oral presentation in the scientific programme. This means that your abstract will be presented as a digital oral presentation, with a 5 minute oral presentation in a room on either Thursday, February 15, 2018 between 17:30-18:30 or on Friday, February 16, 2018 between 17:20-18:20.

There will be five rooms per day, each equipped with PowerPoint AV and podium for speaker and two chairpersons, and chairs for audience. Each room will host 5 digital oral presentations around a common theme per day, with each presentation limited to 6 slides and 5 minutes duration (followed by 1-2 minutes discussion). This timing is very tight and cannot be exceeded (consider the impact on your presentation if a colleague runs over).

Allow ample time between your arrival and the time of presentation. The programme is tightly scheduled and it is impossible to delay presentation of any digital oral presentation.

Please pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need.

Please inform the ECCO Office immediately of any changes in title, presenter or mailing address.

REPORT

All presentations have to be held in English. Keep details brief. Apportion your message appropriately. Discuss only the major points of your work, supported by the conclusions drawn from your data. Remember that you have to communicate with the audience in a limited time in just 6 slides. If you exceed the allotted time, the session chairperson will be forced to terminate your presentation.

PRESENTATION

Please ensure that you arrive at the presentation room a minimum of 10 minutes before the session starts, but note that you will have to upload your presentation at the "speakers centre" three hours prior to your presentation. Follow the instructions of the chairperson strictly, especially regarding the time allotted for your talk. Speak directly into the microphone in a normal voice and do not handle the microphone.

POWERPOINT PRESENTATIONS

Any laptop/computer presentations have to be installed on the server of the congress venue and will be "transferred" to the respective room of the presentation. Please hand in your presentation at least three hours prior to your presentation at the "speakers centre" (VIP Lounge D). No private computers will be allowed to be used for the sessions. Preview of the presentation is possible in the speakers centre.

PREPARATION OF YOUR PRESENTATION

- You have just 6 slides for your digital oral presentation to cover background, methods, results and conclusions.
- PowerPoint template: Please use the official ECCO PowerPoint presentation template for your oral presentation at the 13th Congress of ECCO. It is available for download [following this link](#) on the ECCO website. Please also refer to the style notes mentioned in the template. In any case, please ensure that the presentation format is 4:3 (as the ECCO template). In case of questions, please get in touch with the ECCO Office at ecco-congress@ecco-ibd.eu.
- Slides must follow standard scientific principles, such as stating references.
- Industry logos are not permitted on slides.
- Keep data on each PowerPoint slide simple.
- Use large, legible letters.
- Colour is attractive on data slides but use light colours only.
- Never use red letters on a dark background.
- Patient confidentiality must be protected.
- In case you bring your PowerPoint presentation on a CD-Rom and/or a USB stick please ensure that all data is on the CD-Rom (e.g. embedded video files, extra fonts, special graphs/drawings/pictures)



European
Crohn's and Colitis
Organisation

SPEAKERS CENTRE

The general organisation of the preview room for transferring, changing and previewing of your presentation is done with special staff in the speakers centre (VIP Lounge D). Presentations pertaining to a lecture have to be deposited by the speaker in the speakers centre at least **3 hours before** commencement of the session. The speaker has to load the presentation onto the server since all files are transferred to the relevant lecture hall via the internal network. Only trained personnel will handle your presentation.

WE THANK YOU IN ADVANCE FOR PRESENTING YOUR WORK AT ECCO'18!