



UEGW
BARCELONA 2010



18th United European
Gastroenterology Week
October 23 – 27, 2010

GUIDELINES FOR ORAL PRESENTATION OF ABSTRACTS (FREE PAPERS)

These guidelines include:

- **Compulsory statement on conflicts of interest at the beginning of your presentation**
- **Technical points and instructions for presentation**
- **Tips for preparing an effective presentation**

NOTE THAT YOUR PRESENTATION TIME IS 8 MINUTES, PLUS 4 MINUTES FOR AUDIENCE QUESTIONS AND DISCUSSION

Compulsory statement on conflicts of interest at the beginning of your presentation

The UEGF is committed to ensuring scientific rigour and objectivity in all of its educational activities. These include all aspects of the educational programme at UEGW 2010 including those that are directly and jointly sponsored activities.

All oral presenters, whether invited Faculty or oral abstract presenters, are required to disclose to those organising and attending meetings any relevant financial or other relationship that may lead to a potential bias. The UEGF reserves the right to review the information disclosed for potential conflicts of interest.

Conflicts of interest may exist through a financial relationship or when the individual has the opportunity to influence the content of a presentation. Conflicts of interest are frequent and expected, and do not preclude an individual from making a presentation providing the conflict is disclosed.

The UEGF Scientific Committee requires all Speakers to disclose any advisory or consultancy roles in the Biomedical Industry during the past 2 years on a PowerPoint slide to be shown immediately at the beginning of the presentation. These and any other potential conflicts of interest should also be disclosed verbally during introductory comments to the presentation. If there is any doubt about the relevance of a potential conflict of interest the UEGF requires Faculty members to err on the safe side and to disclose it.

Technical points and instructions for presentation

- Each meeting room will be equipped with a notebook and a data projector for PowerPoint presentation.

- PowerPoint presentations must be handed in at least three hours prior to the lecture.
- Speakers can check and hand in their presentation at the Speakers Preview Centre.

Further details on the preparation of your MS-PowerPoint presentation

- Store all your files in one folder. Please make sure that graphics, animations and videos and your presentation are all in the same folder.
- Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing programme since these might be displayed incorrectly. Instead, always use the 'Symbol' function in the 'Insert' menu of your programme to insert symbols.
- Colours: Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- Legibility check: On presentation mode, your text should be large enough to be easily readable 1.5 to 2 m away from your computer screen.
- Microsoft PowerPoint 95 to Microsoft PowerPoint 2007 versions for PC can be used. Please be aware that presentations made on Macintosh computers generally do not run properly on a PC. Please visit the Speakers Centre to check for incompatibilities. Most of them can be fixed there.

How to hand in your MS-PowerPoint presentation

- You can use various storage media: USB memory units, CD-Rom, DVD, floppy disk.

Speakers Centre

- Please come to the Speakers Centre the day before or at least three hours prior to your lecture.
- Highly experienced technicians will capture your PowerPoint presentation and store it on the central congress server.
- At the Speakers Centre you can check and rehearse your PowerPoint presentation.

Opening hours:

Friday	October 22, 2010	14.00 h – 18.00 h
Saturday	October 23, 2010	07.30 h – 18.00 h
Sunday	October 24, 2010	07.30 h – 18.00 h
Monday	October 25, 2010	07.00 h – 18.00 h
Tuesday	October 26, 2010	07.00 h – 18.00 h
Wednesday	October 27, 2010	07.00 h – 14.00 h

In the lecture room

- Your PowerPoint presentation will be made available in your lecture room via a computer network.
- There will be no possibility to connect your personal notebook in the lecture room.
- The computer presenting your presentation will be operated by a technician.
- From the lectern you will be able to remote control your PowerPoint presentation.
- A laser-pointer will be available.
- Neither overhead projector nor slide projector will be available in the lecture rooms; double projection will not be provided.
- No changes in your presentation can be made in the lecture room. Changes can be made only in the Speakers Preview Centre.

Tips for preparing an effective presentation

General

- Make your talk straightforward and clear. Avoid jargon and technical language. Your talk should be easily understandable by everyone in the room. This is a good test of your presentation skills !
- Stick to the allotted time ! Chairmen have strict instructions to interrupt if you stray overtime. This is embarrassing for everyone.
- Practice your talk with colleagues. This will help you to correct minor mistakes and provide a check that your talk is easily understood. The best groups have intensive practice sessions – that is why their presentations are good.

Specific

- The title slide should include title, all authors (with the presenting author underlined), affiliations and funding source.
- A disclosure slide is compulsory, even if it says that there are no relevant conflicts of interest.
- Introduction: We have increased time for oral presentations partly to allow you to give an effective introduction. The audience should understand why you are doing the work and its importance, including any current or future clinical importance.
- Aims / hypotheses: You should stress these on a dedicated slide
- Methods: These can be brief. The audience can always ask for specific details.
- Results: Make it clear when you are turning to the results. One effective way of doing this is to put up a slide that says only “Results” before you start presenting them.
- Summary/Conclusions: These should be stressed on a dedicated slide or slides.
- Discussion: If appropriate, please discuss the importance of your results and their implications, including any current or future clinical implications.
- Acknowledgements: Please acknowledge any collaborators and sources of funding