HOW TO...
WRITE A GREAT **SOCIETY SUPPORTED CONFERENCE GRANT** APPLICATION

Society Supported Conference Grants are available to members who wish to organise a conference (in-person or virtual) in any field of microbiology, either independently or in partnership with another Society.

If you're thinking of submitting an application, this is a guide to give you the best chance of it being successful.

APPLICATION

The application is the only information from you that grant reviewers have when assessing your proposal against the scoring criteria – so think carefully about what you want to include:

Research – which topics of research will the meeting cover and why is the named invited speaker important?

Professional Development – who is the anticipated audience and how will they benefit from attendance?

EDI – have you clearly addressed the Society's EDI policy when identifying invited speakers for the meeting?

Costs – have you included a detailed and complete budget, cost saving measures, and other funding sources?

Programme – can you include a detailed programme? If meeting content has not been confirmed at the time of submission, applicants should reference pending speakers and sessions.

Communication and Evaluation – can you include key event communications, plans promoting the Microbiology Society and evaluation methods?

To find out more about our presentation requirements visit:
microbiologysociety.org/SSConferenceGrants

TOP TIPS

1. **Be clear.** Present your answers in a structured and logical order.

2. **Be concise.** Use clear, scientific language where appropriate.

3. **Focus on the expertise of the invited speaker:** why are they the best person to talk at the meeting?

4. **Focus on the audience:** why will this meeting be the most beneficial for their professional development?

FROM THE EXPERT

> From the outset you must make it crystal clear why it is timely to run a conference on your chosen topic.....and why a wide range of microbiologists would want to attend!
>
> *Mick Tuite, University of Kent, Microbiology Society grant reviewer and former Chair of the Scientific Conferences Committee*

You can find out more about the Society and the benefits of becoming a member at **microbiologysociety.org/membership**