

Society Supported Conference Grants Guidance Notes

1. Terms and conditions

- Retrospective applications will not be considered.
- Applicants are advised to submit their application at least 6 months prior to the conference date.
- Events held within 1 month after the notification date are more likely to be rejected.
- The activity to be supported must be microbiological but any area of the discipline will be considered.
- Grant recipients are expected to have adequate insurance and are responsible for arranging this.
- Awards are made at the discretion of the Society and the decision of the award panel is final.
- All claims must be substantiated by receipts or copies of invoices or other documents as appropriate.
- No secretariat support is provided by the Society.
- No support will be given to a conference or meeting that takes place at the same time as a Society Conference or covers a recent or soon to be held Society Conference topic.
- No commitment to fund is given until the application has been reviewed by the Society's Governance and written confirmation has been received by the applicant from the Society.
- A full meeting programme must be submitted to the Grants Office with applications for funding.
- An event Code of Conduct must be submitted with applications for funding.

2. Invited speaker costs

Funding for invited speaker costs will only be made up to the current publicised Society limits:

2.1 Geographic limits per half day of science (for UK and Ireland based events)

- A maximum of one speaker from the Rest of the World (ROW).
- A maximum of one speaker from mainland Europe.
- A minimum of one speaker from the UK and Ireland.

2.2 Travel expense allowances (for UK and Ireland based events) including flights, ground travel and in-travel subsistence

- UK: up to a maximum of £200 in total.
- Mainland Europe including Ireland: up to a maximum of £350 in total.
- USA/Canada (ROW): up to a maximum of £1200 in total.
- ROW: up to a maximum of £1,500 in total.

2.3 Accommodation (bed and breakfast only basis and inclusive of VAT & taxes where applicable)

Accommodation must be considered by the Society's Governance to be of a reasonable cost. The Society guidelines are:

- Major Cities Worldwide: up to £250.00 per day.
- Elsewhere: up to £180.00 per day.

3. Administration of awards

- Funding will be awarded retrospectively and must be claimed on the claim form provided on confirmation of the grant being awarded.
- Receipts are required in all instances.
- Funds are paid by bank transfer approximately four weeks after claims are submitted.