

# 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 £180 in total.
- Mainland Europe including Ireland: up to a maximum of £275 in total.
- USA/Canada (ROW): up to a maximum of £1000 in total.
- ROW: up to a maximum of £1,300 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:

- Central London: up to £190.00 per day.
- Elsewhere: up to £130.00 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.