

Society Supported Conference Grants Terms and Conditions

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 SCC and written confirmation has been received by the applicant from the Society.
- Where the funding request exceeds £500, a minimum target of 50 delegates is sought.
- Invited speakers must present for at least 30 minutes.
- A full meeting programme should be submitted to the Grants Office as soon as this is available.
- All awardees should submit an event Code of Conduct to the Grants Office as soon as this is available.

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 SCC 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.

The number of nights available for funding are as follows:

| Session length | Accommodation |
|------------------------|----------------------|
| 0.5 and 1 day sessions | up to 2 nights |
| 1.5 and 2 day sessions | up to 3 nights |
| 2.5 and 3 day sessions | up to 4 nights |

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.