



APPLICATION FORM: SINGLE FULL TIME DELEGATE

TITLE: _____ FORENAME: _____ SURNAME: _____

POSITION: _____

FULL LABORATORY ADDRESS: _____

_____ POST CODE: _____

DAILY TELEPHONE: _____ MOBILE: _____

EMAIL ADDRESS (for all correspondence, including booking receipt and travel instructions):

Please tick here if you **do not** want your name to appear on the delegate list:

BOOKING REQUIREMENTS

FULL-TIME DELEGATE: **SINGLE FULL-TIME DELEGATE FEE £250**

The fee includes accommodation, full lecture programme, scientific exhibition, social events, and all meals from Friday lunchtime to Sunday breakfast.

I have read and agree to the terms and conditions*

PAYMENT OPTION

Bank Transfer – Registration is confirmed on receipt of payment

Send to: "IBMS Sheffield Microbe" ACCOUNT NO: **83925449** SORT CODE: **60-40-02**

Reference: MICROBE & Surname

Paying by cheque – Registration is confirmed on cheque clearance

To be made payable to "IBMS Sheffield Microbe"

Invoice to Paying Authority – Registration is confirmed on receipt of the following information

Purchase Order Number: _____

Finance Department Contact Name: _____

Finance Department Contact Details: _____

Finance Department Phone Number: _____

Completed application forms can be returned to: microbedelegatebookings@gmail.com

Alternatively forms and cheques should be sent to: Ms Charlotte O'Reilly, Microbiology Department, Sheffield Laboratory Medicine, Northern General Hospital (North Lane), Herries Road, Sheffield, South Yorkshire, S5 7AU

TERMS AND CONDITIONS – PLEASE READ BEFORE SUBMITTING YOUR APPLICATION

1.0 PAYMENTS

1.1 Early Bird Offer

- Delegates self-funding must ensure the relevant payment is made within 30 days of their early bird application being accepted by Sheffield Microbe.
- Delegates that are funded by the workplace or company sponsored must ensure the relevant payment is made within 90 days of their early bird application being accepted by Sheffield Microbe.
- Failure to comply with this condition will result in the early bird status being withdrawn and the full delegate price will apply (currently £250).

1.2 Delegate Fees

- All delegate fees should be paid in full at least 1 calendar month before the start of the conference
- Failure to pay in full will result in your delegate space being cancelled.
- In all circumstances, relevant payment must be received before the conference start date or refusal of entry to the conference event may be enforced.

1.3 Cancellation Policy

- **100% refund** >12 weeks notice (**requests dated on or before 27th June 2024**)
- **50% refund** >8 weeks but <12 weeks notice (**requests dated between 28th June 2024 – 25th July 2024 inclusive**)
- **No refund** <8 weeks notice (**requests dated on or after 26th July 2024**)

2.0 BEHAVIOUR

2.1 Unapproved promotional business touting

- Sheffield Microbe is a scientific conference that delegates attend to enhance their knowledge both from an educational and commercial products perspective. Delegate's intent on promoting their company or their own business must attend Sheffield Microbe as part of the Scientific Exhibition for which a fee is chargeable.
- Failure to comply with this condition will result in the delegate/company member being asked to leave the conference immediately.

2.2 Expected behaviour of delegates and company exhibitors

- Delegates are expected to behave in a professional manner during the lecture, trade exhibition and social programme. Anyone found to be offending others will be asked to refrain from such activity and failure to comply will result in the delegate being asked to leave the conference.
- Delegates are also requested to refrain from excessive alcohol consumption. Any delegate found to be excessively intoxicated through alcohol or illegal drugs will be asked to leave the conference.

3.0 POSTER EXHIBITION

3.1 Microbe Attendance

- At least one individual from the named researches on the poster must be a Microbe delegate.

3.2 Prize Fund Rules

- The Microbe committee strongly support delegates showcasing any research they have done by entering our poster exhibition by providing good prize money – 1st - £300, 2nd - £200 and 3rd £100. If 10 or less applications are received, the poster exhibition will still take place, but the poster competition will be suspended, with each lead author receiving £50 instead.

3.3 Acceptance Criteria

- All poster entries are subject to acceptance by the Sheffield Microbe committee prior to entry and must meet the desired criteria for entry stated on the application. No posters will be accepted to the exhibition outside of these terms.