

TERMS AND CONDITIONS – PLEASE READ BEFORE SUBMITTING YOUR APPLICATION

1.0 PAYMENTS

1.1 Early Bird Offer

- Self-funded delegates must ensure payment is made within 30 days of their early bird application being accepted by Sheffield Microbe.
- Delegates funded by their workplace or company sponsorship must ensure payment is made within 90 days of acceptance.
- Failure to meet these deadlines will result in the withdrawal of early bird status, and the full delegate price of £275 will apply.

1.2 Delegate Fees

- All delegate fees must be paid in full at least one calendar month before the conference start date.
- Failure to pay in full will result in the cancellation of the delegate's space.
- Payment must be received before the conference start date; otherwise, entry to the event may be denied.

1.3 Sharing Delegates

- Individuals registering as sharing delegates must each pay a fee of £199.
- Both occupants of a shared room must be registered as conference delegates.
- Accommodation is provided on a shared basis (maximum of two delegates per room) at the Crowne Plaza Hotel.
- If one delegate in a shared room cancels or is unable to attend the sharing price will be void and the attending delegate will be required to pay a full price single rate

1.4 Cancellation Policy

- Full refund (100%) for cancellations made more than 12 weeks before the event (requests dated on or before 16th July 2026).
- Partial refund (50%) for cancellations made between 8 and 12 weeks before the event (requests dated between 17th July 2026 – 12th August 2026).
- No refunds for cancellations made less than 8 weeks before the event (requests dated on or after 13th August 2026).

1.5 Delegates

- Only registered conference delegates are permitted to attend. Accompanying guests, family members, friends, or children are not allowed.

2.0 BEHAVIOUR

2.1 Unapproved Promotional Activities

- Sheffield Microbe is a scientific conference intended for educational and professional development. Delegates who wish to promote their company or business must register as part of the Scientific Exhibition (subject to a fee).
- Failure to comply will result in immediate removal from the conference.

2.2 Expected Conduct

- Delegates and exhibitors are expected to behave professionally during lectures, exhibitions, and social events.
- Any delegate exhibiting inappropriate or disruptive behaviour will be asked to cease such actions. Continued misconduct may result in removal from the conference.

- Excessive alcohol consumption is discouraged. Any delegate found to be intoxicated due to alcohol or illegal substances will be asked to leave.

3.0 POSTER EXHIBITION

3.1 Attendance Requirement

- At least one researcher named on the poster must be a registered Microbe delegate.

3.2 Prize Fund Rules

- The Sheffield Microbe committee encourages delegates to showcase their research through our poster exhibition.
- Prizes: 1st place - £300, 2nd place - £200, 3rd place - £100.
- If fewer than 10 applications are received, the poster exhibition will proceed, but the competition will be suspended. Instead, each lead author will receive £50.

3.3 Acceptance Criteria

- All poster entries must be approved by the Sheffield Microbe committee and meet the stated criteria.
- Entries that do not comply with the required criteria will not be accepted.