# Free Paper Session - Invitation to submit Short Papers

# Submissions should be received by 5pm Monday 17/3/25

We would like to encourage the presentation of original work during a free paper session scheduled for the Saturday morning at the Spring 2025 meeting. This is always a valuable experience for the presenter and is well received by the delegates.

SMA members are invited to submit a short paper (10 minutes), which may cover original research, quality improvement, audit, or a case report. Those accepted to present a short paper will receive free registration for the meeting. The best\* short paper presented by a non-Consultant grade SMA member (as at 26/4/2025) will be awarded a prize of up to £600 towards registration accommodation and travel at a relevant\* national or international meeting. Short papers will be judged based on originality, description of methodology (either research or diagnostic), clarity of presentation of results, and quality of discussion.

Please complete this registration & short paper application form and email it

* [Scottishmicrobiology@gmail.com](mailto:Scottishmicrobiology@gmail.com)

**Or**

* **Post to** Audrey Hutchison (Medical Secretary), Department of Microbiology, North laboratory, Victoria Hospital, Hayfield Road, Kirkcaldy, KY2 5AG

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| **Presenter name:** |  |
| **Job Title on 26/04/2024** |  |
| **Email address** |  |
| **Place of work i.e. NHS Fife** |  |
| **SMA Member** | YES / NO |
| **SMA Membership number** |  |

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| **24 hr rate** Includes25/4/25 Dinner, Bed & Breakfast & 26/4/25 Day rate & Lunch | | | | |
|  | **SMA Member** | | **Non member**  **24hr rate cost** | **Total cost**  **of booking** |
| **Early Bird**  **Payment received by 17.00hrs 17/3/25** | **Late booking**  **Payment received by 1700hrs 24/3/25** |
| **Single occupancy** | □£95 per person | □£145 per person | □£217 per person | £ |
| **Twin occupancy** | □£65 per person | □ £95 per person | □£157.75 per person | £ |
| **Double occupancy** | □£65 per person | □ £95 per person | □£157.75 per person | £ |
| **Name of person you will be sharing with:** | | | | |

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| **Dinner Only**  Friday  25/04/2025 | **Member**  **Early Bird** | **Member**  **Late booking** | **Non member** | **Total cost dinner only** |
| □ £30 per person | □ £35 per person | □ £ 40 per person | £ |

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| **Day rate ONLY** Saturday 26/04/2025 | **Early Bird** | **Late booking** | **Non member** | **Total cost Day only** |
| □ £25 per person | □ £35 per person | □ £42 per person | £ |

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| **Accompanying Partner – Non Member** | | **Total Cost** |
| **Bed & Breakfast ONLY** Friday 25/4/25 for accompanying partner (non-delegate) (Double occupancy) | □£75.75 per person | £ |
| **Dinner, Bed & Breakfast** Friday 25/4/25 for accompanying partner (non-delegate) (Double occupancy) | □£115.75 per person | £ |

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| **Total cost of registration** | £ |

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| **Dietary or additional requirements:** |  | | | |
| Payment for registration will be fully refunded to short paper presentation applicants who are invited to present at the SMA Autumn 2025 meeting. | | | | |
| **Payment:** Please indicate how payment has been made | | | | □ Cheque | □ Bank account transfer | |
| Please use your SMA membership number as a reference for BACS payments. If you have not yet received your membership number, please use your initial & surname in the reference. | | | | | | |
| Cheques should be made payable to: **Scottish Microbiology Association** (please write your full name on the back) | | | | | | |
| **Royal Bank of Scotland** Account details:  ***Account Name****: Scottish Microbiology Association*  ***Sort code****: 83-28-39*  ***Account No****: 00207401*  ***BIC****: RBOS GB 2L*  ***IBAN:*** *GB25 RBOS 8328 3900 2074 01* | | | **Please return completed registration forms to:**  [Scottishmicrobiology@gmail.com](mailto:Scottishmicrobiology@gmail.com) or post to  Audrey Hutchison (Medical Secretary)  Department of Microbiology, North Laboratory  Victoria Hospital, Hayfield Road, Kirkcaldy, KY2 5AG  Tel: 01592 648169[audrey.hutchison2@nhs.scot](mailto:audrey.hutchison2@nhs.scot) | | | |

**Cancellation Policy:**

* **Payment by BACs must be made at the time of booking; the SMA Treasurer will check payments have been received before confirmation of your booking will be issued.**
* The SMA reserves a set number of rooms at the conference hotel for which it is liable for full hotel rate payment regardless of occupancy. The room rates are heavily subsidised for SMA members so if rooms are cancelled and we are unable to fill them the SMA is still liable for payment of the full room rate.
* If the SMA is notified of your cancellation up to 4 weeks prior to the event a full refund will be given.
* If the SMA is notified of your cancellation less than 4 weeks prior to the event then no refund will be given unless the room can be reallocated, or the SMA does not incur a charge for the unoccupied room.
* Failure to notify the SMA of your cancellation will result in no refund. If a member repeatedly cancels with short notice (less than 4 weeks) or fails to attend the meeting the SMA council will review the member’s future attendance at meetings.

**Code of ethics and conduct for attendees at Scottish Microbiology Association conferences.**

The SMA is proud and committed to support diversity and inclusivity in our membership and conferences.

Code of conduct:

1. All conference attendees and members of staff at the venue will be treated considerately and inclusively. This applies to in-person and electronic interactions.

2. Abuse, discrimination, bullying, intimidation, and harassment of any form are unacceptable. This includes but is not limited to behaviours related to gender identity, race, religion, nationality, sexual identity, and disability.

3. Diverse views and opinions will be communicated and received respectfully and without prejudice.

4. Speakers will disclose all potential conflicts of interest.

5. Scientific data presented will be free from fabrication, falsification, and plagiarism; and speakers will acknowledge all relevant contributors.

6. Explicit permission from presenters should be sought before posting photographs of presentations/slides online on social media.

Agreement to adhere to these behaviours is an absolute requirement for conference attendance and applies to Scottish Microbiology Association (SMA) members, invited speakers, and industry representatives.

Persons (including affiliated organisations) not adhering to this code can expect revocation of SMA membership and/or exclusion from future SMA conferences, as relevant.

Reporting of behaviour not consistent with this code: If possible, raise with SMA council member at the time. Alternatively, by e-mail to [scottishmicrobiology@gmail.com](mailto:scottishmicrobiology@gmail.com). All such reports will be investigated by the SMA council.

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| **Presenter name** |  |
| **Short Paper Title** |  |

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| Short Paper Abstract (250 words) |