**-- Conference Travel Awards --**

For members of the society, we operate a conference travel award (of up to €100 for a national meeting, €250 for an international meeting). It is a condition of the Conference Travel Award scheme, that successful applicants present a report on their attendance at the conference to the Society for publication on the MSI website.

**1. ELIGIBILITY**

Criteria for the award of a Conference Travel Award include the following:

* Applicants must be members of MSI for at least six months prior to submitting their application for a Conference Travel Award;
* Applicants must intend to present their research at the proposed conference, and must have their abstract accepted for presentation at the proposed conference, either as an oral or poster presentation. This abstract must also be submitted to the committee at the time of application;
* The research presented at the conference for which the applicant requires a Travel Award must include some element of microscopic investigation or analysis;
* Awards will be limited to a €100 contribution for a national meeting, and a €250 contribution for an international meeting;
* After the conference, the member must prepare a report for publication on the MSI website;
* A covering letter explaining the reasons for attending the meeting should be submitted, in addition to a breakdown of costs involved; student members should also submit a signed letter of support and evidence of their student status from their supervisor;
* Applicants must not have been awarded an MSI Conference Travel Award within the previous 24 months;
* Applications must be received by the Committee at least 4 weeks prior to the start of the proposed conference.

**2. APPLICATION FORM**

***Please note: All applicants must be a registered member of the Microscopy Society of Ireland.***

|  |  |
| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **Course:** |  |
| **Departmental**  **Address:** |  |
| **Supervisor:** |  |
| **Supervisor’s contact**  **details:** |  |
| **Details of conference:** |  |

Justification for conference travel award to a maximum of €100 (national conference)/€250 (international conference) (400 words maximum):

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All applications should be sent to:

Dr. Kerry Thompson, Honorary Secretary, Microscopy Society of Ireland, Centre for Microscopy and Imaging, Anatomy, National University of Ireland, Galway.

***Applicant’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_***

\*For student applications, a signed letter detailing reasons for attending the conference is also required from applicant’s supervisor or Head of Department. The letter should also include a declaration that the Award will be returned to MSI should, for any reason, the applicant cannot attend the conference and/or prepare a report for publication on the MSI website.

*It is a condition of the Conference Travel Award scheme, that successful applicants present their work to the Society in the form of a report to be published on the MSI website.*

**3. SELECTION**

The Selection Committee is composed of the MSI President, the MSI Secretary and two further MSI Committee members. The Selection Committee will discuss and select the successful Conference Travel Award recipients.

**4. REGULATION**

The Secretary will verify whether each applicant is a member of the MSI and whether the applicant has previously been awarded a Conference Travel Award by the MSI in the preceding 24 months.

**5. NOTIFICATION**

The successful applicants will be notified at least prior to the start of the conference. Applicants must inform the Selection Committee if they receive other funding to enable them to attend the conference without MSI support.

**6. AWARD**

The MSI undertakes to pay, funds permitting, for each successful Awardee the following:

* An Award of up to €100 (national conference) or €250 (international conference).