

Workshop Support Program

To promote the dissemination of advanced microscopy-related techniques and methodologies across Texas, the Texas Society for Microscopy (TSM) offers **financial support** for workshops and events organized by its members.



Application Process

To apply for support, please submit your application **through email** including the following information **at least two weeks before the workshop** to both the **TSM Secretary** and **TSM President**:

- Name and email of the applicant/PI
- Address of the host institution (must be in Texas)
- Workshop title
- Anticipated number of participants
- A one-page summary of the workshop
- Estimated budget or cost breakdown
- Flyer (if available)

The TSM President will forward the application to the Executive Board for review. If **more than 50%** of the board members agree that the proposal meets the guidelines, the workshop will receive financial support from TSM.

Eligibility Guidelines

To qualify for support, the following criteria must be met:

1. **Organizer Membership:** At least one main organizer must be a member of TSM (regular, student, or honorary) and affiliated with a Texas-based institution.
2. **Use of Funds:** 100% of the TSM contribution must be used for **direct workshop-related expenses** (e.g., food, room rental, AV equipment). **Indirect costs** (e.g., heating, air conditioning, travel) are **not eligible**.
3. **Acknowledgment:** TSM must be acknowledged during the workshop and in all promotional materials. This includes:

- Displaying the TSM logo on flyers
 - Including a slide about TSM in presentations
4. **Minimum Capacity:** Workshops must have a minimum capacity of **at least 15 participants**.
 5. **Participation** must be open to **TSM members** and the **general public**.
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After Approval

Once approved, TSM will promote the workshop via its **Facebook page** and **email list**.

Preferably, funds will be transferred to an **account** of the **host institution prior** to the **workshop**. Alternatively, arrangements with the TSM-Treasurer can be made to pay workshop costs directly.

Send **list of participants** (name and email) and **pictures** of the event to the TSM Secretary and TSM President. The TSM might post some of the pictures on their social media accounts.