**Application Template for 2027-28 Faculty Research Symposia**

*Please send your application to* [*acadaffs@bowdoin.edu*](mailto:acadaffs@bowdoin.edu) *by May 1, 2026*

**Faculty organizer/applicant’s name(s)**:

**Applicant’s department/program(s)**:

**Title of symposium and summary description (approximately 50-100 words), suitable for posting on the web or sharing with donors**:

**Please provide a brief description of the symposium, addressing *[a]* its focus (topic, theme, etc.) and how it relates to the discipline / subfield(s) in question, and *[b]* the desired outcome(s) from the gathering**:

**Proposed date of symposium**:

*Please indicate whether you have already checked with* [*Events*](https://www.bowdoin.edu/events/campus-scheduling/index.html) *to determine if those dates conflict with other significant College events / if your desired spaces for the event are available. Please be aware that there are certain times of the year (e.g. Reunion) when Catering, Facilities, and Events staff may not be available to support additional events. Keep in mind that external pricing and availability for travel and lodging may also vary considerably by season.*

**Proposed general structure / schedule for the event**:

**List of proposed participants / invitees**:

*Please include any Bowdoin faculty you intend to invite but who are not co-organizers.*

*For external invitees, please include their name, current position / institution or artistic focus, and 1-2 sentences about how they relate to the symposium topic / why you hope to invite them. No CV necessary, but you are welcome to include a link to an online research profile if you wish.*

*If you intend to invite someone to give a keynote address, please indicate.*

**BUDGET**

**Estimated roundtrip travel support for all external participants**: $

**Lodging for all external participants**:

*Please indicate number of nights, number of participants, and anticipated nightly rate along with total request.*

*Guests must be lodged off-campus in* [*local accommodations*](https://www.bowdoin.edu/about/campus-location/visitor-resources/index.html)*. Where possible, make sure to access Bowdoin discounts and be aware of seasonal pricing variations.*

**Meals/catering during the symposium for participants**:

*Specify number of anticipated attendees and estimated cost for each meal, along with total request.*

*Faculty are encouraged to use Bowdoin Dining where possible for both ease and affordability. Please see the* [*College Catering*](https://www.bowdoin.edu/dining/catering/college-catering/index.html) *website for information and for current menus as examples, but remember that details and pricing may change.*

**Honorarium for keynote speaker, if applicable**: $

**Set-up costs, materials, supplies, if needed**:

**Student assistance, if needed**:

**Contingency**: $500 *(suggested)*

*Understanding that symposia must be planned well in advance but that prices are likely to rise over time, we encourage applicants to build in a contingency cushion for necessary modifications or increases.*

**TOTAL BUDGET REQUESTED**: $