

AIA Lecture Program - Follow-up Report from LECTURER



Speaker Name : _____
Date of Lecture: _____
Society Visited: _____
Lecture Title: _____

Lecture

How large was the audience? _____ How long did the lecture last? _____

Was there a question and answer period after the lecture? () yes () no
Did the members of the audience have a chance to meet you? () yes () no
Was the AIA mentioned as the sponsor of your lecture? () yes () no
Was membership in the AIA encouraged? () yes () no
How? _____

Society

What is your assessment of this society as a host for lecturers?
() excellent () good () satisfactory () poor
What did you enjoy the most /the least about this stop?

Facilities

Was the audio/visual equipment to your specifications? () yes () no
Was the lecture hall the right size for the audience? () yes () no
Please describe the facility where your lecture was held (building, equipment):

Additional programs:

Did you speak to a school group (ages: _____) before or after your AIA lecture? () yes () no
Did you give a university/college seminar before or after your AIA lecture? () yes () no

Other comments:

_____ Check here if you do **NOT** want this form sent to the society

Please return form to:
Archaeological Institute of America, Program Coordinator
656 Beacon Street, 6th floor Tel (617).358-4184
Boston, Massachusetts 02215 Fax (617) 353-6550
www.archaeological.org

Planning

Did the society program coordinator communicate with you in advance? () yes () no

Did the program coordinator provide you with travel advice? () yes () no

Were you invited to stay at a member's home? () yes () no

If not, where did you stay? _____

Was there a dinner/reception planned before or after your lecture? () yes () no

Please rate the overall planning: () excellent () good () satisfactory () poor

Suggestions for improving the AIA Lecture Program

Speakers you would recommend to the Lecture Program Committee (please indicate name, address, telephone number, e-mail address and whether or not you have heard them speak)

Please complete this report and return it to the Lecture Coordinator at AIA headquarters (Lsparks@aia.bu.edu) with your expense voucher and W9 form (or W8BEN form if not a U.S. citizen) promptly after your lecture tour. We ask that you be candid in answering the questions about the societies you have visited. The information you provide is useful for the continual improvement of the AIA Lecture Program. Thanks very much for your help and for participating in the program this year.

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