

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 before or after your AIA lecture? yes no
If yes, ages/grade: _____

Did you give a university/college seminar before or after your AIA lecture? yes no

Other comments:

Please return form to:

Archaeological Institute of America, Program Coordinator
44 Beacon Street, Boston, Massachusetts 02108

Telephone: (857) 305-9360 • Fax: (857) 233-4270 • Lsparks@archaeological.org • www.archaeological.org

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

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 form and return it to the AIA Lecture Coordinator (Lsparks@archaeological.org) with your expense form and receipts, and W9 form (or W8BEN form if not a U.S. citizen) promptly after your lecture tour; your follow-up form is required before an honorarium can be paid for a lecture. 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. You may also submit follow-up forms via the AIA website at <http://www.archaeological.org/lectures/forms>.

Thanks very much for your help and for participating in the Program this year!

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