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

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

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:

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________________________________________
________________________________________
________________________________________

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](mailto: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](http://www.archaeological.org/lectures/forms).

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

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