

AIA Lecture Program - Follow-up Report from LECTURER
2020/2021 Lecture Season



Speaker Name: _____

Date of Lecture: _____

Host Society: _____

Lecture Title: _____

Lecture

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

Was the lecture held as a webinar or delivered in person? _____

Was there a question and answer period after the lecture? () yes () no

Was the AIA mentioned as the sponsor of your lecture? () yes () no

Were the AIA intro slides used? () yes () no

If in-person, did the members of the audience have a chance to meet you? () 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 lecture?

Facilities

If a webinar, did the technical aspects go smoothly? () yes () no

What platform was used? (Zoom, GoToWebinar, etc.) _____

If in person:

Was the audio/visual equipment to your specifications? () yes () no

Was the facility adequate for the lecture? () yes () no

Additional programs:

Did you provide any additional presentations for the Society, whether in person or online?

() yes () no

If yes, please provide details (including whether or not a school group):

How large was the audience for any additional programs? _____

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

Please return form to:

Archaeological Institute of America, Program Coordinator

44 Beacon Street, Boston, Massachusetts 02108

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

Planning

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

If a webinar, were you able to have a “test run” with the Society? () yes () no

If in person:

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

Were you invited to stay at a member's home or a hotel? () home () hotel

Please rate the accommodations provided: () very good () satisfactory () poor/uncomfortable

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

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

Other comments:

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; online versions of the forms can be found on the AIA website at <https://www.archaeological.org/programs/public/lectures/>. 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.

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

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