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? _________

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

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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