

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



Society: _____

Date of Lecture: _____

Name of Speaker: _____

Lecture Title: _____

Lecture

Audience size: _____ Duration of lecture: _____ Duration of Q&A: _____

Was the lecture a webinar or presented in person? webinar in person

Did the lecture conform to the abstract? yes no

Was the lecture pitched to the audience level you chose? yes no

Was the lecture well-organized? yes no

- How was the delivery of the lecture?
 excellent good satisfactory poor

Comments on lecture delivery (loud and clear? concise? jargon? notes used? enthusiastic? etc.):

- How was the content of the lecture?
 fascinating/stimulating good parts were interesting boring

Comments on lecture content (new discovery? thesis supported with data? etc.):

- Please rate the quality of the visual materials:
 excellent good satisfactory poor

Comments (too many/few? too dark/light? duplicates? clear/fuzzy? charts hard to read? etc.):

Lecturer

How well did the lecturer represent the AIA?

excellently well adequately poorly

What was your impression of this lecturer overall?

Would you recommend this speaker? yes no

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

Please return form to:

Archaeological Institute of America, Lecture Program Coordinator, at Lsparks@archaeological.org

44 Beacon Street, Boston, Massachusetts 02108

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

Planning

Did the lecturer communicate with you in advance? () yes () no
Did the lecturer respond promptly to correspondence? () yes () no

For webinars:

Were you able to do a “test run” with your speaker? () yes () no
Did the technical aspects of the webinar go smoothly? () yes () no

For in person lectures:

Was the lecturer invited to stay at a member's home or hotel? () home () hotel
Was the lecturer invited to dinner before or after the lecture? () yes () no
Was there a reception at which the speaker could meet the members? () yes () no

Was the lecturer asked to give any additional talks or presentations? () yes () no
If so, how large was the attendance? _____

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):

Other Comments:

Please complete this form and return it to Institute headquarters (Lsparks@archaeological.org) immediately after the lecture; online form is at <https://www.archaeological.org/programs/societies/resources/lecture-follow-up/> (password and login required). We ask that you be candid in answering the questions about the lecturers we send you. The information you provide is essential for the continual improvement of the AIA Lecture Program.

Thank you very much for your help!

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