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 L.sparks@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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