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AIA LECTURE PROGRAM
PRE-LECTURE FORM (Society info for Lecturer, 2020/2021)

Lecturer's Name:

Society:

Program Coordinator:

Address:

Telephone: (Work) (Home) (Cell)

Fax:

E-mail:

Alternate Program Coordinator:

For the following dates:

Address:

Telephone: (Work) (Home): (Cell)

Fax:

E-mail:

If Lecture Title and Venue do not appear on the AIA Website listing, please fill in the following information:

Lecture date:

Time:

Lecture title:

Venue:

If webinar, please provide link for registration:

Audience level: () Scholarly lecture
 () Lecture for mixed professional and lay audience
 () General lecture for non-professionals

Expected size of audience and requested length of lecture:

FOR LIVE WEBINARS

The following platform will be used (Zoom, GoToWebinar, etc.):

We would like to do a practice session with the Lecturer: () Yes () No

FOR IN-PERSON LECTURES

Audio/visual equipment

We have the following equipment for your use:

Digital Projector:

Laptop:

Other:

Overnight accommodations

We would be pleased to house you at the home of a member.

Name:

Address:

Telephone: (Work) (Home) (Cell)

E-mail:

We have reserved a room for you at:

Hotel Name:

Address:

Telephone:

Suggestions on travel to our society:

Distance from nearest airport to Society/lecture venue:

Please try to arrive in our town at the following time of day:

Suggestions on travel to/from our society:

Social events

Our society is planning the following social functions in connection with your visit:

Local points of interest:

Additional lectures

If you are willing, we would like you to give an additional presentation (online or in person)

Yes No

Details:

Terms/Fees:

Other comments:

PLEASE RETURN FORM DIRECTLY TO THE LECTURER, AND CC TO THE LECTURE COORDINATOR (Lsparks@archaeological.org)

This form can also be submitted online at

<https://www.archaeological.org/programs/societies/resources/pre-lecture/>

(password and login required)