AIA Lecture Program - Follow-up Report from LECTURER

ONLINE LECTURE

Speaker Name: _____________________________________________

Date of Lecture: _____________________________________________

Host Society: _________________________________________________

Lecture Title: _________________________________________________

Lecture
How large was the audience? ________ How long did the lecture last? ________

Was there a question and answer period after the lecture? ( ) yes ( ) no
Were the AIA intro slides used? ( ) yes ( ) no

What did you enjoy the most /the least about this lecture?

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

What is your assessment of this society as a host for lecturers?
( ) excellent ( ) good ( ) satisfactory ( ) poor

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

Facilities
Who set up the webinar: ( ) the Society ( ) myself

Was a practice session done? ( ) yes ( ) no

Did the technical aspects of the webinar go smoothly? ( ) yes ( ) no

Details of any problems:

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

Was the webinar recorded? ( ) yes ( ) no

If so, has a limit been set on how long the recording can be made available:
( ) yes: ____________________________________________ ( ) no

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 • Lsparks@archaeological.org • www.archaeological.org
Additional programs:
Did you provide any additional presentations for the Society?
( ) yes ( ) no

If yes, please provide brief details:
______________________________________________________________________________

How large was the audience for any additional programs? __________

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](mailto:Lsparks@archaeological.org)) with your W9 form (or W8BEN if not a U.S. citizen) promptly after your lecture, it is required before your honorarium can be paid. 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!