AIA Lecture Program - Follow-up Report from LECTURER
IN-PERSON LECTURE

Speaker Name: ________________________________

Date of Lecture: ______________________________

Society Visited: ______________________________

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

Did the members of the audience have a chance to meet you? ( ) yes ( ) no

Was the AIA mentioned as the sponsor of your lecture? ( ) yes ( ) no

Where the AIA intro slides used? ( ) yes ( ) no

Was membership in the AIA encouraged? ( ) yes ( ) no

Was the lecture recorded? ( ) 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 stop?

__________________________________________________________

**Facilities**

Was the audio/visual equipment to your specifications? ( ) yes ( ) no

Was the lecture hall the right size for the audience? ( ) yes ( ) no

Please describe the facility where your lecture was held (building, equipment):

__________________________________________________________

**Additional programs:**

Did you speak to a school group before or after your AIA lecture? ( ) yes ( ) no

If yes, ages/grade: ______________________________

Did you give a university/college seminar before or after your AIA lecture? ( ) yes ( ) no

How large was the audience for any additional programs? _________

_________ 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 • Lectures@archaeological.org • www.archaeological.org
Planning
Did the society program coordinator communicate with you in advance? ( ) yes ( ) no
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 (Lectures@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!

Please return form to:
Archaeological Institute of America, Program Coordinator
44 Beacon Street, Boston, Massachusetts 02108
Telephone: (857) 305-9360 • Fax: (857) 233-4270 • Lectures@archaeological.org • www.archaeological.org