

Archaeological Institute of America

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AIA LECTURE PROGRAM

Pre-Lecture Form (Society Information for Lecturer) 2021/2022

Society Name:

Lecturer's Name:

Lecture date:

Time (including time zone):

Lecture title:

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

Requested length of lecture:

This lecture will be: **ONLINE** **IN-PERSON**

The Society requests to record this lecture: Yes No

Additional lectures: If you are willing, we would like you to give an additional online presentation
 Yes No

Details:

Terms/Fees:

Society Contact Information:

Program Coordinator:

Telephone: (Work) (Home) (Cell)

E-mail:

Alternate Program Coordinator:

For the following dates:

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

E-mail:

Other comments/requests:

PLEASE FILL OUT THE FOLLOWING ONLINE OR IN-PERSON SECTION AS APPROPRIATE, AND SEND COMPLETED FORM DIRECTLY TO YOUR LECTURER, AND COPY TO THE AIA LECTURE COORDINATOR (Lectures@archaeological.org)

FOR ONLINE LECTURES

The Society has access to a Zoom or other platform account which may be used for this webinar:

Yes No

Type (Zoom, GoToWebinar, etc.):

Attendee limit:

Time limit:

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

Link for registration if webinar has already been set up:

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 you may wish to visit: