



THE AIA LECTURE PROGRAM

GUIDELINES FOR SOCIETIES 2025/2026

CONTENTS

Basic Overview	1
Society To-Do List.....	2
General Society Responsibilities	4
Society Responsibilities For In-Person Lectures	5
Society Responsibilities For Online Lectures	6
Information About Online Lecture Program and Grants for Societies	7
Cancellation Information for Societies	7
Glossary of Important Lecture Program Links for Societies	8

BASIC OVERVIEW

This will be the AIA's 130th lecture season, the program having started in 1895, and over 30 speakers will be providing over 100 lectures. The Lecture Program provides a unique opportunity for the general public, as well as academic audiences, to meet practicing archaeologists and to learn of new discoveries. **David DeVore**, the AIA's Program Manager, is the direct contact for the AIA Lecture Program, so please direct your questions and information to him at ddevore@archaeological.org.

The AIA needs [a post-lecture form](#) for your AIA-sponsored lecture. **You will not get your Society rebate if you do not fill out this form.** To access all Society forms, [go to this webpage](#) or see the glossary of links on the last page of this document.

SOCIETY TO-DO LIST

All the forms mentioned below can be found online at
<https://www.archaeological.org/programs/societies/resources/>

Before Each Lecture:

- **By September 1:**
 - Get any missing information (title, time, location, Zoom links, etc.) to lectures@archaeological.org.
 - Please make sure to confirm the talk topic/title with both the lecturer and the AIA staff (we need this information in order to post on the events calendar).
- **2 months before:**
 - **Plan the logistics** for an in-person or virtual lecture.
 - **If the lecture is in person**, Societies are responsible for at least one night accommodation, local transportation (i.e. to and from the airport, hotel, venue, and any other events such as dinners, receptions, meetings, and additional talks), and meals with the local Society.
 - **If the lecture is virtual**, Societies are responsible for setting up the virtual modality for the lecture, whether it is Zoom, Google Meet, etc. Make sure to send any log in information to the lecturer well in advance, if possible, provide the means to log in early and confirm that the technology is working.
 - **Contact your Lecturer** to go over details of their trips or online lectures; please use the [Pre-Lecture Form](#) for this. We recommend that Societies and Lecturers be in touch **at least two months in advance (remember, Lecturers must book their travel at least six weeks prior)** before scheduled lectures, preferably sooner, direct contact helps avoid any problems—IT IS NEVER TOO EARLY TO CONTACT YOUR LECTURER. Among things that should be settled ahead of time are:
 - **If the lecture is in-person:**
 - Advice you can provide regarding travel, how your Society will handle airport pickup and local transportation, and details about accommodations, etc., that the Society is providing (if the lecture is in person);
 - **If the lecture is virtual:**
 - Details of setting up the webinar and practice session, the link if available, and how Q&A will be handled;
 - **For all lectures:**
 - What the composition of the audience (scholarly, public, mixed) is expected and time length;

- Whether the Society will be showing the [AIA intro slides](#) and any [special slides for Named Lectures](#) as part of the introduction of the Lecturer, or if the Lecturer should incorporate these at the beginning of their presentation;
 - Discuss whether the lecture might contain images of human remains so that you can include this information in promotional materials for the lecture as appropriate and in a [content advisory slide](#) to be added to the introductory slides
 - Details about any additional talks the Society may be requesting or events planned;
 - Whether the Lecturer gives their permission for recording (whether online or in-person).
- **1 month before:**
 - **Set up** the webinar link (if the lecture is online) or lecture venue (if in-person).
 - **Confirm speaker** has received information on the Lecturer accommodations and local transportation arrangements.
 - **Publicize each lecture.** National lectures are **already** posted on the AIA website, but you can add them to your Society's own website, and send details to your membership, etc., as well as publicize on social media, in local news outlets, etc. Please contact David DeVore if you need to add a co-sponsor or edit any the details on your national lecture event listing **AIA policy is that all Lecture Program lectures be free and open to the public; admission cannot be charged.**

For Each Lecture:

- Please use the [introductory AIA slides](#), any [special slides for Named Lectures](#), and the [content advisory for images of human remains slide](#) if applicable. This includes the [recording/recording prohibited](#) slides.
- Please make a note of how many people are in attendance at the lecture (you'll need this for the [Lecture Follow-Up Form](#)).

After Each Lecture:

- **Within 1 week**
 - Please fill out [a Lecture Follow-Up](#) Form—it will be far easier to remember details if you do this as soon as possible after each lecture. **Follow-ups for all national lectures each season must be received before a Society is sent its membership rebate.**
 - Check in with your lecturer regarding any receipts for Society reimbursement expenses.

GENERAL SOCIETY RESPONSIBILITIES

Contacting the Lecturer: A [pre-lecture form](#) will help facilitate contact, but we cannot stress strongly enough the importance of **direct communication**, via email and/or telephone, between Societies and Lecturers. It avoids many potential problems, and it is **never** too early to contact your Lecturers. Do not rely on AIA staff to be the go-between for you and your Lecturer.

- **FOR IN-PERSON LECTURES:** Please contact each Lecturer and provide lecture logistics (see Society Responsibilities for In-Person Lectures) well before their lecture. Note that speakers must book their travel at least six weeks in advance (more for international/Canadian travel), and they may need advice on which airport to fly into and the time you would like them to arrive (keeping in mind any planned receptions or meals). You will also want to confirm the makeup of your audience (scholarly, mixed, general public) and other details with your Lecturer.
 - **Reminder** the Society is responsible for at least one night's accommodation, local meals, and all local/last-mile transportation (to/from the airport, bus, or train station, to/from the venue, hotel, planned events, such as dinners, receptions, extra talks).
- **FOR ONLINE LECTURES:** Please contact each Lecturer concerning details of setting up the online lecture, including platform, time length, audience limit, how Q&A is to be handled, etc. If either the Lecturer or Society is unfamiliar with the online platform used for the lecture, a practice session between the Society and the Lecturer before the official lecture is strongly recommended, to make sure that everything will go smoothly.

Recording Permission: The Lecturer's consent is required in order to do any recording, whether online or in-person—please remember that Lecturers are usually presenting new information, much of it not yet published. If the Society wishes to record a lecture (whether online or in-person), permission **MUST** be obtained ahead of time. If a Lecturer is willing, please note that they may stipulate how long the recording can be made available for. If a lecture is recorded, please contact (lectures@archaeological.org), as the AIA is able to add the recording to its YouTube channel.

Additional Lecture Engagements: AIA Lecturers are obligated to present only one lecture at your Society, whether online or in-person. However, many are willing to give extra talks. Requests should be made ahead of time, with fees and terms clearly stated. Extra talks are not funded by the AIA in any way and it will be on your Society to cover the expenses incurred, including those that result if the lecturer spends extra time with your Society in order to deliver these extra programs.

Publicity: It is important that your society publicize its lectures widely in order to attract the largest possible audience. AIA policy is that all Lecture Program lectures be free and open to the public. If you wish to hold a fundraising event in connection with a lecture, that is allowable, but the lecture

itself must be free. If space is limited at a lecture venue or online lecture, you may require reservations or registration—remember to alert lectures@archaeological.org of this, so that reservation contact info can be included on the AIA website listing of the lecture. Your lectures should also be posted on your society's own website and/or social media accounts, if you have one (National Lectures are already posted on the AIA website). Information may be sent to interested individuals or groups (at universities, museums, libraries, historical societies, churches, etc.) and news outlets; TV and radio stations will often broadcast lists of upcoming cultural events. (They may also be interested in interviewing a Lecturer for a longer story).

Co-Sponsorship: Co-sponsoring one or more of your lectures with a relevant interest group, museum, university department, etc., is a great idea. Not only might this be financially advantageous (through cost sharing or access to a venue), but use of the additional mailing list could bring new faces to the lecture and perhaps to your Society. If you need co-sponsor information posted as part of the AIA website listing, please contact lectures@archaeological.org.

Introductions, Content Advisories, and Special Slides for Named Lectures: Woven into the AIA Lecture Program are many special lectureships. If you have been assigned one or more special lectures, this will be noted on the schedule provided, and [special slides and lectureship descriptions](#), as well as [the general AIA intro PowerPoint](#), can be found on the website. Please use the AIA intro slides and any special lecture slides as preface to the talk as well as provide a brief introduction of the Lecturer. Additionally, please make use of the [Images of Human Remains content advisory slide](#) if appropriate to the presentation. Each Lecturer has a brief bio on the AIA website (just search on their name or see the [alphabetical list](#)) that can help with introductions.

Follow-Up: Please complete and return the [Lecture Follow-up form](#) as soon as possible after each lecture. Your comments are the major means by which we can judge the quality of our Lecturers, and membership rebates are not sent out until a Society sends in follow-ups for all its national lectures for a season, the deadline to submit your follow-up form and still receive your rebate is June 30. We also suggest that you send a note of thanks to your Lecturer.

SOCIETY RESPONSIBILITIES FOR IN-PERSON LECTURES

Housing: Societies are responsible for Lecturer's housing. This can be at a local hotel, or at a member's house. Some Societies might elect for a Lecturer to stay in a member's home, and we urge you to be mindful of your guest's need for sufficient privacy (a private room is required) and special needs (e.g., allergies to smoking, pets, foods, etc.). Please keep in mind, too, that the speaker may need time to polish their lecture and to relax. If a suitable home is not available, the Society must reserve and assume the expense for a room in a hotel, motel, or university guesthouse; please make sure that the

hotel knows to NOT charge the Lecturer. Costs are the responsibility of the Lecturer only if they request commercial accommodations in lieu of local society arrangements. Occasionally a Lecturer will need accommodations for more than one night because of travel—when this is the case, we ask the Society to arrange and pay for both nights, and AIA Headquarters will reimburse the Society for the additional night (note: this requires **prior approval** from the AIA Lecture Program Contact). If a Lecturer is staying an additional night specifically in order give an extra requested talk or other program for the Society, the Society is expected to provide the needed accommodations.

Local Travel: A Society is responsible for the Lecturer's local transportation. A member should offer to meet the Lecturer at the terminal, provide transportation to and from the lecture hall, and assist the Lecturer to their point of departure. Whenever possible, a member might also offer to act as a guide and/or provide transportation to local points of interest. Remember, your Lecturer is a guest in your city or town, and this is a wonderful opportunity to show off your location! If it is not possible for a member to provide transportation, the Society is responsible for reimbursing the Lecturer for the expenses incurred.

Social Functions: These events offer the only opportunity that most members have to meet a Lecturer. Receptions held immediately before or after lectures have proven very successful in encouraging interaction. Meals before or after lectures are also good ways for members to meet speakers and each other in an informal way (in general, Lecturers prefer dinners to be after their talk if possible). Societies should pay for the speaker's meal. Details of all social functions should be supplied to Lecturers well in advance, especially as such events may affect travel schedules.

Audio/visual Equipment: The Society is responsible for providing, setting up, and operating all A/V equipment required by the Lecturer. The Lecturer will let you know what projection requirements they have. Make sure you work out ahead of time what technology your Lecturer is bringing, and make sure you have the proper connection cords to let them project. Technology your Society could need includes: a VGA cord, a HDMI cord, a micro-USB or USB-C cord, a microphone, a lighted lectern, a remote for changing slides, and a laser pointer.

SOCIETY RESPONSIBILITIES FOR ONLINE LECTURES

Arranging Online Lectures: Usually Societies make the online arrangements, but if your Society does not have a license for an online platform, speak with your Lecturer as they may have a license through their institution. Zoom is certainly the most prevalent service used right now, but as long as the Society and its Lecturer are comfortable with what is chosen, the AIA has no preference. Basic registration is recommended as a security measure—Zoom-bombing is a potential risk with online lectures, but requiring names and email addresses from attendees deters many potential trouble-makers. Other

precautions might include muting all audience members and adjusting the settings so that only hosts and presenters can share their screens. You will need to work out with your Lecturer how introductions and special slides will be managed, and Societies normally assist with Q&A. Once a webinar has been arranged, the registration link should be sent to lectures@archaeological.org so that it can be posted on the AIA website. Until the AIA has the link, we will indicate that those interested should email the Society Contact for more information on attending the online lecture.

CANCELLATION INFORMATION FOR SOCIETIES

Lectures are expected to be in-person, unless directly planned from the onset to be held virtually. Should a pandemic or other disaster arise, or if the Lecturer or Society suddenly becomes uncomfortable with the idea of an in-person lecture, a dialogue between the Society and Lecturer should be opened to see how they should continue (unless there are federal, state, local, or institutional shutdowns, in which everyone should follow the appropriate guidelines).

If your Society's lecture is canceled due to pandemic, weather, or personal reasons from the Lecturer, you should attempt to reschedule during the 2025-2026 season. If that is not possible but you are able to schedule your own lecture to replace your National Lecture Program Lecturer, then your lecturer is eligible to receive a \$300 honorarium from the AIA (prior approval from the AIA National Office is required). **If you cannot schedule an alternate lecturer, you will not be assigned an extra lecture for the following lecture season to make up for a missed lecture.** If your lecture is cancelled and you would like the same Lecturer to return next lecture season as your one Lecturer, the AIA cannot guarantee your Society will receive the same Lecturer, but we will do our best to try to schedule them for you.

INFORMATION ABOUT ONLINE LECTURE PROGRAM AND GRANTS FOR SOCIETIES

The AIA National Lecture Program is continuing its Virtual Lecture Series, AIA Archaeology Hour, in the 2025-2026 lecture season, for all Societies and the public to enjoy for free. The dates for these online lectures are below. For more information as it's announced, including lecturers, titles and Zoom links, please refer to [this webpage](#).

- **September:** Wednesday, September 17 (8 pm Eastern)
- **October:** Wednesday, October 22 (8 pm Eastern)
- **November:** Wednesday, November 12 (8 pm Eastern)

- **January:** Wednesday, January 28 (8 pm Eastern)
- **February:** Wednesday, February 25 (8 pm Eastern)
- **March:** Wednesday, March 25 (8 pm Eastern)
- **April:** Wednesday, April 22 (8 pm Eastern)

These lectures will be managed by AIA Headquarters with seven different AIA Local Societies acting as hosts. If you are interested in hosting one of these in future years, please contact lectures@archaeological.org!

We also offer Local Lecture Grants that Societies may apply for in order to fund locally organized lectures. The grants will be \$300 each. [Please refer to this webpage](#) for more information about grants and the application process.

GLOSSARY OF IMPORTANT LECTURE PROGRAM LINKS FOR SOCIETIES

- [Pre-Lecture Form for Societies](#)
- [Introductory Slides for Lecturers and Societies](#)
 - [“Lecture Recorded” Slide](#)
 - [“Recording Prohibited” Slide](#)
 - [Special Slides for Named Lectures](#)
 - [Images of Human Remains Content Advisory Slide](#)
- [Lecture Follow-up Form for Societies](#)
- [General Society Resource Page](#)
- Additional Funding Opportunities for Societies
 - [Local Lecture Grant Information](#)
 - [International Archaeology Day Grants](#)
 - [Society Outreach Grants](#)
- [Archaeology Hour \(Virtual Lecture Series\) Information](#)

Questions? Contact lectures@archaeological.org