



ARCHAEOLOGICAL INSTITUTE OF AMERICA
ANDOVER HALL
CAMBRIDGE 38, MASSACHUSETTS

OFFICE OF THE GENERAL SECRETARY

Dear Colleague,

I am writing to you in regard to the lecture program of the Archaeological Institute of America for the year 1950-1951. Your name has been given to me as that of a person who might serve us well in the capacity of Lecturer; and I sincerely hope that you will give us your general consent, by filling out and returning to me the enclosed form, *as soon as possible*.

As you may know, the Institute, with the aid of its thirty-six societies, arranges almost one hundred lectures each year in various communities throughout the nation. A tentative schedule is first arranged by this office; and then the individual Societies are asked to approve or reject our suggestions regarding lecturers, dates, etc. Consequently, no lecturer is actually committed to definite assignments, until everyone is satisfied at all points. For each lecture, the Lecturer receives a fee of \$50 from the Institute; from this sum, he deducts his own expenses. We usually endeavor to give each Lecturer enough assignments, so that the cost of travel will not be prohibitive. No Lecturer is required to go any great distance from home.

In content, we like our lectures to be scholarly; but the presentation should be at least semi-popular, since many of our members are only interested laymen. In delivery, no lecture should exceed one hour; and good illustrations--slides or films--are almost indispensable. Some lectures are given in the afternoon in public lecture-halls; others in the evening, in more intimate surroundings: we try to advise each Lecturer before hand as to what is expected of him.

If the idea appeals to you, may I beg your indulgence in the matter of filling out and returning to me the enclosed questionnaire? This act will not bind you or us in any way; but it will authorize us to add your name to our list of Lecturers for 1950-1951. If you allow us to do this, you will hear from us later in regard to specific engagements.

Most cordially yours,

Van Johnson

Van L. Johnson
General Secretary

PLEASE RETURN TO

The General Secretary
Archaeological Institute of America
Andover Hall, Cambridge 38, Mass.
by

~~15 MARCH 1949~~

Subject: Lectures for AIA, 1949-1950.

Name of Lecturer:

Address:

Telephone:

Time Available:

Months

Dates

Days of Week

Lectures Available:

Title

Brief description

Biographical details:

Academic degrees:

(over)

Present Position:

Title:

Place:

Other pertinent information: (Honors, travel, discoveries,
books, study, etc.)

IF POSSIBLE, PLEASE ENCLOSE THREE TO FIVE COPIES OF A RECENT PHOTOGRAPH,
SUFFICIENTLY LARGE SO THAT GOOD COLUMN-SIZE CUTS CAN BE MADE FOR NEWSPAPERS
HANDLING PUBLICITY ON YOUR LECTURES.

Thank you so much!