



ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY

NEW YORK, N. Y. 10013

TELEPHONE: 212/925-7170

Photo

March 27, 1969

Dear Mrs. Ralph:

At the suggestion of Professor Rodney S. Young, I am writing to ask if you might be interested in talking about radiocarbon dating and related questions to a few of our local societies this coming year. We try to keep our lecture tours down to a week or less, and insofar as possible, to send our lecturers to a part of the country they prefer.

If you will have the time for a tour, please choose from the enclosed list of lecture groups those you would like to visit. A brief vita sheet and time-topic forms are also enclosed. The Archaeological Institute reimburses travel and hotel expenses in addition to offering a modest lecture fee of \$50 per lecture.

When we have received the societies' choices of dates and subjects, as well as your own reply, we shall set up a tentative program. This will be submitted to you for approval and final arrangements will of course depend on this approval. Since the tentative schedule should be established before lecturers and society officers scatter for the summer, we need your reply to this first inquiry by April 15.

We hope that our societies will have the pleasure of hearing you speak during 1969-1970.

Most sincerely,

Eileen Markson

Eileen Markson
Lecture Program

Mrs. Elizabeth Ralph
University Museum
33rd and Spruce Streets
Philadelphia, PA 19104

October 11, 1969

Dr. Stephan F. Borhegyi
Milwaukee Public Museum
800 West Wells Street
Milwaukee, Wisconsin 53233

Dear Dr. Borhegyi:

For the AIA lecture entitled "Problems of the Radiocarbon Calendar" that I am scheduled to give in Milwaukee on Thursday, November 20, 1969, I am planning to arrive in a rented car from Appleton.

I shall appreciate it if you will make a hotel reservation for me near a Hertz agency, if possible, so that I can dispose of the car.

I assume that the lecture is at 8:00 a.m.

Sincerely yours,

Elizabeth K. Ralph

EKR/mck

October 11, 1969

Professor William A. Chaney
Department of Classics
Lawrence University
Appleton, Wisconsin 54910

Dear Professor Chaney:

For the AIA lecture entitled "Problems of the Radiocarbon Calendar" that I am scheduled to give in Appleton on Wednesday, November 19, 1969, I am planning to arrive by car from Rockford, Illinois.

If you will make a motel or hotel (with parking) reservation for me, that would be fine. I assume that the lecture is at 8:00 a.m.

Sincerely yours,

Elizabeth K. Ralph

EKR/mck

October 11, 1969

Mr. Donald Jackson
Department of Classics
University of Iowa
Iowa City, Iowa 52240

Dear Mr. Jackson:

For the AIA lecture entitled "Problems of the Radiocarbon Calendar" that I am scheduled to give in Iowa City on Monday November 17, 1969, I have made tentative travel plans as follows:

Leave Philadelphia	UA # 251Y	11:05 a.m.
Arrive Chicago		11:59 a.m.
Leave Chicago	UA # 709Y	12:50 p.m.
Arrive Cedar Rapids		1:48 p.m.

At Cedar Rapids I plan to rent a car and drive to Iowa City.

If you will make a motel or hotel (with parking) reservation for me, that would be fine. I assume that the lecture is at 8:00 a.m.

Sincerely yours,

Elizabeth K. Ralph

EKR/mck

LAWRENCE UNIVERSITY

APPLETON, WISCONSIN 54911

Department of History
October 20, 1969

Dr. Elizabeth K. Ralph
Applied Science Center for Archaeology
The University Museum
University of Pennsylvania
Philadelphia, Pennsylvania

Dear Doctor Ralph: :

Thank you very much indeed for your letter of October 11th concerning your lecture in Appleton on November 19th.

For some time now the records of the Archaeological Institute have been in error, since I have not been the secretary of the local society for years. I have, consequently, sent your letter to the president of the local chapter, Mr. John Vlossack (1044 East Eldorado St., Appleton); the local secretary is Dr. Walter Peterson, University Librarian, Lawrence University. Things are rather in disarray in the local chapter, I understand, since the last president, Mr. Vlossack, does not call meetings and consequently new officers were not elected last spring. In the meantime, I assume he is still conducting necessary correspondence, and, at any rate, the mess should be straightened out by the time you arrive. I report this merely as an interested bystander.

May I say how much I, as a member of the Institute, am looking forward to your lecture?

Sincerely yours,

William A. Chaney

William A. Chaney
Chairman, Department of History

P.S. If your work brings you in contact with Bob Dyson, please give him my regards. We were in the Society of Fellows at Harvard at the same time.

THE UNIVERSITY OF IOWA

IOWA CITY, IOWA 52240



Department of Classics
Area Code 319: 353-4368

October 21, 1969

Prof. Elizabeth K. Ralph
The University Museum
University of Pennsylvania
Philadelphia, Pa. 19104

Dear Professor Ralph:

Please forgive my tardiness in contacting you. This is my first month as secretary of the Iowa Society and I'm afraid I haven't hit my stride yet. I will reserve a room for you at the Iowa House (the student Union) for the night of November 17, 1969. Unless you have some particular reason for wanting to have a car at your disposal, I would suggest you let us meet you at the airport and return you there. It is only a few minutes away and since you will be staying on campus a rental car would probably be a needless expense. If I don't hear otherwise, I will suppose that you are persuaded and we will be waiting for you upon your arrival.

Will we need any special facilities for your lecture? two projectors? projectors for out-size slides? Again, if I do not hear from you, I will suppose that no special equipment is needed. By the way, although you are coming to the tall corn country and although we all get up with the chickens, the lecture is scheduled for 8:00 p.m., not 8:00 a.m.

We are all looking forward to your arrival. I visited with the Hohlfelders in Colorado recently and Bob tells me you have some very new and interesting projects under way. I hope you will enjoy your visit as much as we will.

Sincerely,

Donald F. Jackson
Donald F. Jackson



ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY

NEW YORK, N. Y. 10013

October 23, 1969

Dear Miss Ralph:

Several items re your lecture tour, the first being a bit of travel advice from the Rockford society. It seems that it is best to go by plane from Cedar Rapids to O'Hare field in Chicago, and from the airport take a bus to Rockford. The society indicates that there are several busses each day, and you will be expected, I think, for a 5:30 dinner before the lecture.

The new officer to contact in Milwaukee is the President, Prof. Robert C. Ross, Department of Classics, University of Wisconsin, Milwaukee, WI 53201, Tel: 414-228-1122. In Appleton the new secretary is Dr. Walter Peterson, Library, Lawrence university.

Most sincerely,

Eileen Markson

Eileen Markson
Lecture Program

Miss Elizabeth Ralph
University Museum
33rd and Spruce Streets
Philadelphia, PA 19104

The University of Wisconsin - Milwaukee

MILWAUKEE, WISCONSIN 53201

● DEPARTMENT OF CLASSICS

October 23, 1969

Dr. Elizabeth K. Ralph
Associate Director
Museum Applied Science Center for Archaeology
University of Pennsylvania
33rd & Spruce Streets
Philadelphia, Pennsylvania 19104

Dear Dr. Ralph:

Miss Marine, the Information Officer of the Milwaukee Public Museum, has sent your letter of October 11 to Dr. Borhegyi on to me. Dr. Borhegyi was killed three weeks ago in an automobile accident. His death is a grievous loss to Milwaukee and to our group, and picking up the pieces has been a most unhappy experience.

Although the publicity for your lecture as well as the lecture itself will be taken care of by the Milwaukee Museum, the arrangements for your accommodations are my responsibility. Miss Marine has suggested, and I concur in her suggestion, the Sheraton-Schroeder Hotel, which is two blocks from the museum. There is a Hertz agency next door. I shall make a tentative room reservation for you for November 20.

I presume that you will leave Appleton sometime in the morning. The drive to Milwaukee takes about two and one-half hours. The best way to come is to leave Appleton on U.S. 41 and stay on it until you reach U.S. 45, just south of Memomonee Falls. Keep on U.S. 45 until you come to I-94, on which you turn east. Leave the freeway at Seventh Street--you are then two blocks from the Sheraton-Schroeder, the address of which is 509 West Wisconsin Avenue.

If you arrive in the early afternoon, you can easily walk to the museum, where, if you would like, I could meet you, or you could explore it yourself. My wife and I would like to invite you to dinner before the lecture, if time allows. In any case, I must be at the museum about 7:15 since we intend to have a brief general meeting before your lecture at 8:00.

I have talked with Mr. MacBriar, the acting director of the museum, and he has assured me that all will be in order for your lecture.

Please excuse my tardy reply to your letter. I am certain that you understand the many difficulties we have all been through these past three weeks. I am looking forward to meeting you and hearing your lecture.

Yours truly,



Robert C. Ross
President, Milwaukee
Society of the AIA

cc: Miss Marine
RCR:dh

MR. AND MRS. JOHN I. VLOSSAK

1044 EAST ELDORADO, APPLETON, WISCONSIN 54911

October 23, 1969

Professor Elizabeth K. Ralph
Associate Director
Museum Applied Science Center
for Archaeology
University of Pennsylvania
33rd & Spruce Streets
Philadelphia, Pennsylvania 19104

Dear Professor Ralph:

This is in answer to your letter of October 11, 1969 to Professor Chaney.

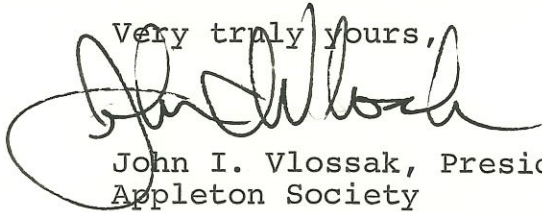
If possible, we would like to have some kind of an informal meeting prior to the actual presentation in order to have you meet and talk with some of the students. If this is agreeable with you, we would need additional information on exactly when you will be arriving from Rockford, Illinois.

The travel time between Appleton and Rockford, Illinois is about three hours. There is good superhighway from Rockford to Madison, and then good two-lane highway to about Oshkosh where you pick up limited access Highway 41 to Appleton.

I have made reservations for you at the Conway Motor Inn, 128 N. Oneida Street, Appleton for the evening of November 19.

Your letter indicates you believe the lecture to be at 8 a.m. This is incorrect; the lecture is at 8 p.m.

Very truly yours,



John I. Vlossak, President
Appleton Society
Archaeological Institute of America

JIV/vb

cc: Professor William A. Chaney

*Telephone
when
arrive -
early afternoon*

October 27, 1969

Miss Elizabeth K. Ralph
The University Museum
University of Pennsylvania
33rd and Spruce Streets
Philadelphia, Pennsylvania 19104

Dear Miss Ralph:

I recently received your letter regarding your November 18, 1969 AIA lecture entitled "Problems of the Radiocarbon Calendar". The lecture is scheduled for 8:00 p.m. and will be preceded by a 5:30 dinner with Mrs. John McCarthy as hostess. When you arrive we can give you the details on the dinner, which is in honor of you. Mr. Den Adel, our local AIA Society President, will be free after 2:00 p.m. on November 18th; so please call him when you arrive, or you may call me at my office--phone #398-5880, ext. 216. You may reach Mr. Den Adel at his office phone at Rockford College: #398-5880, ext. 265. If you would care to see the beautiful Rockford College campus, I'm certain Mr. Den Adel will be happy to give you a tour.

Since you will be driving from Iowa to Rockford, you may be interested to know it is at least a three-hour drive. The best possible Route is Interstate #80 to Illinois and then either Route #2 or Route #51 north to Rockford.

I have made a reservation for you at the Sweden House which is quite near the Rockford College campus; and it has ample parking space. The Sweden House is located on Route #20 at the East edge of Rockford and is readily identified by signs.

For your lecture we have available a Kodak carousel #850 - 500 watt - projector. Will you bring your own cartons? If not, you may use Mr. Den Adel's. Do you have glass or cardboard slides--how many? We would appreciate having this information.

Do you plan to drive the entire lecture tour? If so, do have a safe trip. We will hope for good weather and driving conditions. I look forward to meeting you in November.

Sincerely yours,

Lois E. Stouffer

Lois E. Stouffer
Secretary, Rockford Society
of AIA

cc: Mr. Den Adel

*Mrs. Dale L. Stouffer
921 Ridgewood Rd.
Rockford, Ill. 61107*

November 4, 1969

Dear Dr. Jackson:

Thank you for your letter of October 21. The rental car is a needless expense for the first stop on my lecture tour, but thereafter, my travel agent had planned for me to spend all my days traveling in and out of Chicago by bus or waiting in bus stations, and I just decided that the distances would be much shorter and more pleasant by car. At any rate, I can deduct some of this "luxury" from my income tax.

I shall bring 35 mm. slides and need only one projector.

I am looking forward to meeting you.

Sincerely yours,

(Miss) Elizabeth K. Ralph

Dr. Donald F. Jackson
Department of Classics
University of Iowa
Iowa City, Iowa 52240

EKR/c

November 4, 1969

Dear Mrs. Stouffer:

Thank you for your letter of October 27 and the helpful information. I should like very much to see the Rockford College campus, especially if the weather is good and I arrive in plenty of time.

I shall bring 35 mm. cardboard slides, but no carton. If I may use Mr. Den Adel's, that would be fine.

I am looking forward to meeting you.

Sincerely yours,

Elizabeth K. Ralph

Mrs. Dale L. Stouffer
921 Ridgewood Road
Rockford, Illinois 61107

EKR/c

November 4, 1969

Dear Dr. Ross:

Thank you for your letter of October 23. I was very sorry to hear about Dr. Borhegyi's death, and can appreciate what a loss it is to your group.

The Sheraton-Schroeder Hotel sounds very convenient, and I shall be glad if you will confirm my reservation there.

I hope that I shall arrive in time to see the Museum and I should like very much to have dinner with you and Mrs. Ross.

I plan to bring a few 35 mm. cardboard lecture slides.

I am looking forward to meeting you.

Sincerely yours,

Elizabeth K. Ralph

Dr. Robert C. Ross
Department of Classics
The University of Wisconsin
Milwaukee, Wisconsin 53201

November 4, 1969

Dear Dr. Vlossak:

Thank you for your letter of October 23 and for the travel information.

If the weather is good, I should be able to arrive by lunch time or shortly thereafter. If you would like to leave your telephone number at the Conway Motor Inn, I shall call you when I arrive.

I plan to bring 35 mm. cardboard slides (not in a holder or carton).

Please extend my thanks to Professor Chaney for his letter.

Sincerely yours,

(Miss) Elizabeth K. Ralph

Dr. John I. Vlossak
1044 East Eldorado
Appleton, Wisconsin 54911

EKR/c

The University of Wisconsin - Milwaukee

MILWAUKEE, WISCONSIN 53201

• DEPARTMENT OF CLASSICS

November 7, 1969

Dr. Elizabeth K. Ralph
Museum Applied Science Center for Archaeology
University of Pennsylvania
Philadelphia, Pennsylvania 19104

Dear Dr. Ralph:

Many thanks for your letter.

When you arrive in Milwaukee you could telephone me at 228-4711 (my office at the university) or my wife at our home 962-8938 and we can decide what to do then. We should have dinner at about 5:30-6:00 so that I can be at the lecture hall be about 7:15.

I have sent a copy of your letter to Miss Marine at the museum so that she can arrange for the projector.

Yours,



Robert C. Ross

RCR:dh

cc: Miss Marine

The University of Wisconsin - Milwaukee

MILWAUKEE, WISCONSIN 53201

● DEPARTMENT OF CLASSICS

November 21, 1969


Dr. Elizabeth Ralph
Museum Applied Science Center for Archaeology
University of Pennsylvania
Philadelphia, Pennsylvania 19104

Dear Dr. Ralph:

Many thanks for your most interesting lecture last night. I am sorry that I did not have a chance to catch you after the lecture, but it looked as though the local cognoscentes had already cornered you, and, after all, that was in part at least the reason for having coffee afterwards. I hope the gathering after coffee came off without hitch and that you escaped from Milwaukee with no delays.

Both my wife and I enjoyed having you to dinner, and we hope that we meet again. The way things are going now, I'll be out in the garden with a crowbar punching holes in the ground to plant our aconite, tulips, daffodils, etc.

Yours truly,



Robert C. Ross

RCR:dh

November 25, 1969

Dr. Donald F. Jackson
Dept. of Classics
The University of Iowa
Iowa City, Iowa 52240

Dear Dr. Jackson:

This is a short note to thank you for your hospitality in Iowa City. Will you please convey my thanks too to Dr. and Mrs. Kern. I seem to have lost their address, but I did want to send my thanks for their delicious dinner and the reception after the talk.

I enjoyed meeting you, the Kerns, and any others.

Sincerely yours,

Elizabeth K. Ralph

EKR/enf

November 25, 1969

Mr. Peter McCarty
1220 National Avenue
Rockford, Ill. 61107

Dear Peter:

Many thanks to you and to your parents for the delightful dinner before my lecture last Tuesday. I enjoyed meeting you, and I did appreciate the dinner and the good company even though I am usually unhappy before I have to talk.

Please extend my thanks to your parents and their friends and, especially, to Mr. Den Adel for making my stay in Rockford so enjoyable.

Sincerely yours,

Elizabeth K. Ralph

EKR/emf

November 26, 1969

Prof. and Mrs. R. C. Ross
1820 E. Kenmore Place
Shorewood
Milwaukee, Wisconsin 53200

Dear Prof. and Mrs. Ross:

Many, many thanks for your kind hospitality and your wonderful dinner. I enjoyed my brief stay in Milwaukee, and hope to return one time when I do not have to talk in the evening.

When I returned to the lab, I found a C-14 sample sent by Emily Vermeule that was so undersized that I sent it back by return mail. We do need, at least, a few grams of carbon and she should know that.

Sincerely yours,

Elizabeth K. Ralph

EKR/emf

November 26, 1969

Miss Eileen Markson,
Chairman, Lecture Program
Archaeological Institute of America
260 West Broadway
New York, N. Y. 10013

Dear Miss Markson:

Upon the completion of my AIA lecture tour, I have enclosed the Lecturer's Information Blanks and Travel Expense Voucher plus a more detailed accounting.

As it happened, if I had followed yours or Prof. Rodney Young's advice about flying back from Cedar Rapids to Chicago to get to Rockford, Illinois, I would have been caught in an ice storm in Chicago. It had already taken me 8 hours to go to Cedar Rapids on Monday with only a rainstorm because O'Hare is so hopelessly overcrowded. Therefore, I rented a car in Cedar Rapids and drove happily as far as Milwaukee. The Hertz car, I plan to pay for myself even though it was the only sensible way to travel between the towns on my route. However, in place of surface transportation, I have listed \$8.00 in hotel tips plus the parking of my car at Philadelphia airport (\$9.00). If these expenses are not acceptable, please let me know and I shall deduct them from my income tax.

Sincerely yours,

Elizabeth K. Ralph

EKR/emf

enclosures



ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY

NEW YORK, N. Y. 10013

TELEPHONE: 212/925-7170

December 5, 1969

Dear Miss Ralph:

So far I have heard only from Milwaukee, which was most pleased with your lecture. They report that the audience, which was composed of people particularly interested in the C14 process, felt that much information was added to their store of knowledge, and that your lecture was an excellent opener for the year. If you like, I will let you know the other reactions as they come in. May I also say many thanks on behalf of the Institute for taking part in our lecture program, and I hope you will consider taking on another tour next year. If so, I will send you the appropriate forms in the spring.

I am concerned that you may possibly be out-of-pocket on the question of the car rental. If that was the only sensible way for you to get from Cedar Rapids to Milwaukee, then the Institute is responsible for that additional fee. You would have had alternate transportation expenses in any case. Please do re-examine your expenses and submit what you think is appropriate for the Cedar Rapids-Milwaukee part of the trip. We can prepare a supplementary check for that amount.

Most sincerely,

Eileen Markson

Eileen Markson
Lecture Program

Miss Elizabeth Ralph
University Museum
33rd and Spruce Streets
Philadelphia, PA 19104

Enclosure (check)

ARCHAEOLOGICAL INSTITUTE OF AMERICA
260 West Broadway
New York, New York 10013
(212) 925-7170

March 1970

Dear Miss Ralph:

We are now planning the Archaeological Institute of America's 1970-71 lecture program, and we very much hope that you will have time next season for a brief tour. Please excuse this mimeographed invitation, but the press of work at the Institute prevents us this year from sending our usual personalized letter.

We enclose a list of lecture groups, for you to choose those you prefer to visit (wherever possible we try to send a lecturer to his chosen group). Also enclosed are a short vita form and a self-explanatory time-topic form. If you recently sent us the vita, you needn't do so again unless changes should be made. The AIA continues to offer the very modest lecture fee of \$50.00 per lecture and reimburses all travel and hotel expenses.

When we have your reply and the societies' choices of days and topics, we shall design a tentative program to be submitted for your approval (probably ca. June 15). Final arrangements will of course depend on this approval. Because both society officers and lecturers scatter early for summer projects and vacation, we need your reply to this first inquiry by APRIL 24.

We look forward to your participation in the 1970-71 lecture program.

Most sincerely,

Eileen Markson

Eileen Markson
Lecture Program

Miss Elizabeth K. Ralph
University Museum
33rd and Spruce Streets
Philadelphia, Pa. 19104

*Are you game for another round?! I hope so -
Eem*



Museum Applied Science Center for Archaeology

Froelich Rainey, Director

Elizabeth K. Ralph, Associate Director

THE UNIVERSITY MUSEUM • UNIVERSITY OF PENNSYLVANIA
33rd & SPRUCE STREETS • PHILADELPHIA, PENNSYLVANIA 19104
594-7400 (Area Code 215) Cable Address "Antique"

April 16, 1970

Miss Eileen Markson, Chairman
Lecture Program
Archaeological Institute of America
260 West Broadway
New York, N.Y. 10013

Dear Miss Markson:

Thank you for your invitation to do "another round." I had just finished checking Fall as the best time when I found out that I may have to do an instrument survey in Mexico in the fall. Also, at the moment, my Winter and Spring plans are uncertain. Therefore, I cannot be sure of any time of the year before April 24th.

My plans may be more definite in May, but, if not or that is too late, perhaps, you had better not plan on my doing a "round" this year.

Just in case I do, I have listed two possible lecture topics.

Sincerely yours,

Beth Ralph

Elizabeth K. Ralph

11
July 9, 1970

Miss Eileen Markson
Archaeological Institute of America
260 West Broadway
New York, N.Y. 10013

Dear Miss Markson:

In case you do not have photos for my AIA lecture tour, I
have enclosed 5 more of me in the C-14 lab.

Sincerely yours,

Elizabeth K. Ralph

EKR/mm
Enclosures



ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY

NEW YORK, N. Y. 10013

TELEPHONE: 212/925-7170

September 17, 1970

Dear AIA Lecturer:

As you will see by the enclosed lecture sheets, I have not been able to solicit information as to which lecture topic some societies have chosen. Therefore I am asking you to find out directly from the local secretary which topic you will be expected to speak on, and may I suggest that you contact the local secretary earlier than three weeks ahead of your lecture date. Some of them are slow to answer requests for information, which is why I myself have been unable to find out lecture topics.

I am sorry to give you this additional chore, but I thought it best not to delay mailing out the lecture sheets and instructions. Many thanks for your cooperation.

Most sincerely,

Eileen Markson

Eileen Markson
Lecture Program

[Nov. 1970]

THE OHIO STATE UNIVERSITY

COLLEGE OF THE ARTS
126 NORTH OVAL DRIVE
COLUMBUS, OHIO 43210

DIVISION OF THE HISTORY OF ART

293-7481

Miss Elizabeth Ralph
University Museum
33rd and Spruce Streets
Philadelphia, Pa. 19104

Dear Miss Ralph:

The Columbus Society is looking forward to your lecture here on Monday November 30, 1970 on Archaeological Prospecting with Geophysical Instruments.

Your lecture will be that evening at 8:15 p.m. in the Faculty Club on the Ohio State University campus. A small group of Society members will have an informal dinner with you at 6:15 p.m. at the Faculty Club. The president of our Society, Professor McDonald and his wife will put you up that night in their home.

Please let me know how and when you will arrive in Columbus on November 30. I will be in class from 1:00 to 4:00 that afternoon. If you arrive by plane during those hours I will be unable to meet you. In that event I suggest that you take a taxi from the airport directly to the Ohio State University, to Hopkins Fine Arts Center, 126 North Oval Drive and come to Room 240 on the second floor of that building. That is the main office of History of Art and you can wait for me there comfortably.

I will be out of town on November 27, 28, 29. I hope to hear from you before then.

Sincerely yours,

James C. Rubright
James C. Rubright
Secretary

MRS. CEDRIC G. BOULTER
1 RAWSON WOODS CIRCLE
CINCINNATI, OHIO 45220

November 8, 1970

Miss Elizabeth Ralph
University Museum
33rd and Spruce Sts.
Philadelphia, Pa. 19104

Dear Miss Ralph:

I am writing to you as the new secretary of the Cincinnati Society of the AIA regarding your lecture here on December 3. The meeting will be held at the University of Cincinnati at 4:00 in the afternoon, and I hope this will be agreeable to you. There are two possible ways of coming down from Toledo--one by plane leaving at 6:45 a.m., arriving at 8:52 (Delta flts. 649/755) or by Greyhound bus leaving at 10:05, arriving at 2:30. I would be happy to meet you at either airport or bus station, and hope that you will be our guest at dinner following your lecture. I shall make a reservation for you for the night of Dec. 3 at the Vernon Manor Hotel nearby, if you wish.

I believe that for our society, the second of your lectures, Archaeological Prospecting, would be the more interesting. We are looking forward very much to having you here. My phone number is (513) 961-3644.

Sincerely,

Cedric G. Boulter

MASCA
11/11/70

Dr. William H. Peck
Detroit Institute of Arts
5200 Woodward Ave.
Detroit, Michigan 48202

Dear Dr. Peck:

For my AIA lecture on Tuesday, December 1st, I am planning to arrive in Detroit on flight DL 538-Y at 11:45 A.M.

I shall appreciate it if you will make a hotel (or motel) reservation for me & let me know the name of it. Please do not worry about meeting me at the airport or entertaining me in the afternoon because ~~it would be good for me to practice my speech~~ I shall probably need time to organize my speech. Do you want me to talk on "Problems of the Radiocarbon Calendar" or "Archaeological Prospecting with Geophysical Instruments?"

Sincerely yours,

Elizabeth K. Ralph

MASCA
11/11/70

Mrs. Cedric G. Boulter
1 Rawson Woods Circle
Cincinnati, Ohio 45220

Dear Mrs. Boulter:

Thank ~~for~~ you for your letter in regard to my AIA lecture on December 3rd. Since the flight from Toledo is so early in the morning, I shall plan to come by Greyhound bus, arriving at 2:30 P.M.

I shall be delighted to be your guest for dinner, & shall appreciate it if you will make a reservation for ~~you~~^{me} at the Vernon Manor Hotel for the night of December 3rd.

Sincerely yours,

Elizabeth K. Ralph

MASCA
11/11/70

Prof. James C. Rubright
103 Hayes Hall
Ohio State University
Columbus, Ohio 43210

Dear Prof. Rubright;

For my AIA lecture entitled
"Archaeological Prospecting with
Geophysical Instruments," I am
planning to arrive in Columbus
on flight TWA 143-Y at 11:08 A.M.
on November 30th.

I shall appreciate it if you
will make a hotel ~~reserv~~ (or
motel) reservation for me &
let me the name of it. Please
do not worry about meeting me
at the airport or entertaining me
in the afternoon because I shall
probably need time to organize
my speech.

Sincerely yours,

Elizabeth K. Ralph

MASCA
11/11/70

Mrs. James H. Miller
2441 Cheltenham Road
Toledo, Ohio 43606

Dear Mrs. Miller:

In regard to my AIA lecture entitled "Problems of the Radiocarbon" on Wednesday, December 2nd, I am writing to ask if you can send me some information about buses from Detroit to Toledo. There ~~do~~ not seem to be flights at convenient times. If there are no buses, I shall plan to rent a car.

~~Will you please send me also the~~

I shall appreciate it too if you will make a hotel (or motel) reservation for me & let me know the name of it.

Sincerely yours,

Elizabeth K. Ralph

MEDICAL COLLEGE OF OHIO AT TOLEDO • P. O. BOX 6190, TOLEDO, OHIO 43614

November 13, 1970

Dear Miss Ralph:

Our letters would have crossed in the mail if I hadn't gone home for lunch today. Yesterday's unmailed letter also had bus schedule information. Getting in and out of Toledo has become a problem! Buses leave the Detroit Greyhound Station at 9 A.M., 10 A.M., 12:15 P.M., 2 P.M., etc. The trip takes about 1 1/4 hours, about as long as the trip out to the Detroit airport. Morning connections to Cincinnati are dreadful. I'm afraid the slightly later flight (via Columbus? leaving Toledo about 8:30 A.M.) will be cancelled on December 1. There is a flight in the late afternoon which arrives in Cincinnati at 5:25 P.M. There's also a bus leaving here at 10 A.M. and arriving at 2:30 P.M., which is close to normal driving time. I've reserved a room for you at the brand-new Holiday Inn Downtown, a short taxi ride from the bus station. The Inn also has airport limousine service.

There will be a small, informal dinner before the lecture, with details at the hotel desk. The lecture's scheduled for 8 P.M. at the University of Toledo, Dana Building, in a tiered auditorium seating about 200. Carousel slide projector for 2 x 2s will be there. Please let me know ahead of time if you have glass-mounted slides. Audience is mostly non-specialist.

If there is anything we can do, or any changes you'd like made, please let me know. We are all looking forward to meeting you and hearing you speak.

Sincerely,

Sally Miller

Mrs. J. H. Miller

423 Arden Road,
Columbus, Ohio 43214

Nov. 18. 1970.

Dear Miss Ratz,

Jim tells me he has already written you about staying with us on your visit to Columbus November 30th. I wish to ask you personally and to add that you may work in Will's library and not as you wish while you are here.

See you soon.

Sincerely yours,
Mildred Lee McDonald

Wrote thank you letter
12/3/70

MRS. W. F. DONALD
423 ARDEN ROAD
COLUMBUS, OHIO 43214

6



Miss Elizabeth Ralf,
University Museum
33rd and Spruce Streets,
Philadelphia, Pa 19104

THE OHIO STATE UNIVERSITY

COLLEGE OF THE ARTS
126 NORTH OVAL DRIVE
COLUMBUS, OHIO 43210

DIVISION OF THE HISTORY OF ART

293-7481

November 23, 1970

Miss Elizabeth Ralph
University Museum
33rd and Spruce Streets
Philadelphia, Pennsylvania 19104

Dear Miss Ralph:

Thank you for your letter of November 11. I presume that our letters crossed in the mail and that you received mine.

I will plan on meeting you at the airport Monday morning Nov. 30th at 11:08 a.m. Meeting flight TWA 143 Y. I will then bring you to the University where I hope that you will have lunch with me. After lunch I will take you to the home of Professor and Mrs. McDonald where you will stay. You may have the whole afternoon there to rest and prepare your lecture. They will then bring you to the 6:15 dinner at the Faculty Club. I hope that these arrangements will be satisfactory.

I am looking forward to seeing you on November 30th.

Sincerely yours,

James C. Rubright
James C. Rubright

December 7, 1970

Miss Eileen Markson
Archaeological Institute of America
260 West Broadway
New York, New York 10013

Dear Miss Markson:

The reports, expense account, and receipts for my AIA lecture tour are enclosed. I shall appreciate it if you will reimburse me before the end of the year or, at least, by January 5th when I have to leave for Mexico.

Thank you for rearranging the schedule to suit my travel plans.

I expect to come to New York to hear a few lectures and hope to see you there. Ellen Kohler and I have reserved a room at the Commodore.

Sincerely yours,

Elizabeth K. Ralph

EKR:sm
Enclosures

E. K. Ralph - AIA Lecture Tour, Nov. 30 - Dec. 4, 1970

Expenses

Meals and tips \$17.30

Hotels

Detroit 14.81
Toledo 17.10
Cincinnati 12.90
Tips 4.50

Total Hotels 49.31 49.31

Transportation

Air - Phila. to Columbus 36.00
Columbus to Detroit 21.00
Cincinnati to Phila. 43.00
100.00

Bus - Detroit to Toledo 3.10
Toledo to Cincinnati 9.40

Taxis and tips 8.50

Total Surface 21.00

Total Transportation 121.00

Phone (no letter rec'd from Detroit) 1.65

Total \$189.26



THE DETROIT INSTITUTE OF ARTS

5200 Woodward Avenue, Detroit, Michigan 48202 • Phone 313-831-0360 • Cable DETINARTS

THE CITY OF DETROIT: ROMAN S. GRIBBS, *Mayor*. THE ARTS COMMISSION: LEE HILLS, *President* - RALPH
T. McELVENNY, *Vice-President* - MRS. ELVIN L. DAVENPORT - MRS. EDESEL B. FORD - HAROLD O. LOVE
MRS. BARNETT MALBIN - DOUGLAS F. ROBY

WILLIS F. WOODS, *Director*

FREDERICK CUMMINGS, *Assistant Director*

WM. A. BOSTICK, *Administrator and Secretary*

December 10, 1970

Miss Elizabeth K. Ralph
Associate Director
The University Museum
University of Pennsylvania
33rd & Spruce Streets
Philadelphia, Pennsylvania 19104

Dear Miss Ralph:

This is just a note to let you know that we appreciated your coming to Detroit to lecture on such an interesting subject.

I am sorry that there was a confusion about the potential size of the audience, but everything has a way of working itself out after all.

We were gratified by the response of the audience as I am sure you were, also. As you know, most of the topics circulated by the New York office are not on such a technical level, so it was a nice change to include such a subject as yours.

We hope that you will be able to visit us again. In the meantime I shall keep my eyes open for some samples of datable material from the Nineteenth or Twentieth Dynasties.

Mr. Robinson joins me in sending my best regards.

Sincerely,

William H. Peck
Curator of Ancient Art

WHP/wc



ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY

NEW YORK, N. Y. 10013

TELEPHONE: 212/925-7170

December 21, 1970

Dear Miss Ralph:

The only society so far to send in a report on your talk is the Cincinnati society, which says you were "excellent." As I receive other comments I will be glad to pass them on to you, and I am sure they will be just as complimentary. I am glad that our societies are able to hear about the technical problems of archaeology and how they are being solved, as it tends to open their minds to something other than continual art-history talks. We thank you for taking the time to do the tour, and hope you are still game for another in 1971-72.

I look forward to meeting you next week. In the meantime, best wishes for the holidays.

Most sincerely,

Eileen Markson

Eileen Markson
Lecture Program

Miss Elizabeth Ralph
University Museum
33rd and Spruce Sts.
Philadelphia, PA 19104

Enclosure (check)

ARCHAEOLOGICAL INSTITUTE OF AMERICA
260 West Broadway
New York, New York 10013
(212) 925-7170

March 1, 1971

Dear Miss Ralph:

The Archaeological Institute is preparing 1971-72 lecture schedules for its seventy-seven local societies arranged in groups of four, and we very much hope that you will volunteer for a brief tour to one of our lecture groups. As a former AIA lecturer, we trust you will excuse this mimeographed invitation, but the press of work at the Institute prevents us from sending a more personalized letter as in the past.

We enclose a list of lecture groups, for you to choose those you would prefer to visit (wherever possible we try to send a lecturer to his or her chosen group, but it may not always be the first choice). Also enclosed are a vita form and a self-explanatory time-topic form. If you recently sent us the vita, you needn't do so again unless there are changes. The AIA continues to offer the modest fee of \$50 per lecture and reimburses all travel and hotel expenses.

When your preferences are known, we will, in consultation with the secretaries of our local societies, attempt to arrange a tentative schedule. This will of course be submitted to you for final approval, probably ca. mid-June.

Since society officers and lecturers scatter early for excavation, summer projects and vacation, we need your reply to this invitation by April 16.

We look forward to your participation in the 1971-72 lecture program and are grateful for your cooperation.

Most sincerely,

Eileen Markson

Eileen Markson
Lecture Program

Are you game for another tour?
I hope so.

March 10, 1971

Dr. D. J. McDougall
Geotechnical Sciences
Loyola College
7141 Sherbrooke St. W.
Montreal 262, Quebec
Canada

Dear Dr. McDougall:

Please forgive my delay in answering your letter of January 11, 1971. Until a couple of weeks ago, I was on a field trip in Mexico, and the office here seems to have neglected to send you a reply in the interim.

Perhaps, you are no longer interested in having a lecture at Loyola or already have had one on the subject of the application of Physics to Archaeological investigations. If you still want one, I could probably come between now and the next field trip -- about May 1st, or we could send Mark Han at almost anytime. The problem with Mark is that he has a Taiwan passport, and there might be difficulty in crossing the border. Next year, he will probably be a citizen of the U.S.A.

With best regards,

Elizabeth K. Ralph

EKR/jc

GEOTECHNICAL SCIENCES

Loyola
OF MONTREAL

March 15, 1971

Miss Elizabeth Ralph, Associate Director
The University Museum
33rd and Spruce Streets

Dear Miss Ralph:

Thank you very much for your letter of March 10. It is unfortunate that my letter did not reach you earlier, since due to the fact that our school year is just about finished on May 1, it would not be feasible to have you or Mark Han come at that time. However, I am quite certain that you would have a very interested audience on this subject, should you be able to come next fall or next winter. If you could let me know what would be a convenient time between roughly the 1st of October and the 1st of December, 1971, or roughly the 1st of January to the 1st of April, 1972.

I am sure that we can arrive at a suitable date.

Yours very truly,



D. J. McDougall

LOYOLA COLLEGE
7141 SHERBROOKE ST. W.
MONTREAL 262,
QUEBEC

March 23, 1971

Dr. D.J. McDougall
Geotechnical Sciences
Loyola College
7141 Sherbrooke Street, W.
Montreal 262, Quebec
CANADA

Dear Dr. McDougall:

Thank you for your letter of March 15th. In view of possible field trips in the early fall, I think that the safest month for me to plan to give a talk would be November, 1971.

I hope this time will suit your schedule.

Sincerely yours,

Elizabeth K. Ralph

EKR:rbl

March 24, 1971

Miss Eileen Markson
Archaeological Institute of America
260 West Broadway
New York, N.Y. 10013

Dear Miss Markson:

It is flattering to be asked to do an AIA lecture series again, but I should like to renege for the next academic year.

I am taking some courses in geochemistry and geophysics, and I found this year that missing a whole week of classes was not the best thing to do. Hopefully, I'll be finished with them after 1971-72.

Sincerely yours,

Elizabeth K. Ralph

EKR/jc

ARCHAEOLOGICAL INSTITUTE OF AMERICA
260 West Broadway
New York, New York 10013
(212) 925-7170

Miss Ralph:

February 1972

Dear ~~ATA~~ Lecturer:

As you know, the lecture program is one of the Archaeological Institute's principal services to its members, and it owes whatever success it has had to your own and your colleagues' generous participation. We have more societies than ever, all asking for good lecturers in a variety of subjects, and we very much hope you will consider a brief tour to inform our members of your own archaeological work.

We are now preparing the 1972-73 lecture program, and enclose the following:

- 1) LIST OF LECTURE GROUPS: Please choose those you prefer to visit, and wherever possible we will try to give you your first choice. However, we hope you will be willing to accept another group since we must also take into account the preferences of some 78 local societies.
- 2) VITA FORM
- 3) TIME-TOPIC FORM: It will help us if you are able to lecture in more than a single lecture period, so that we have more flexibility in scheduling your tour.

If you sent us your vita last year, you needn't do so again unless you wish to add or change anything. If you can include a black and white glossy photo of yourself or some aspect of your work, this will help our local societies in publicizing your lectures.

The Institute will continue to offer a modest fee of \$50 per lecture and will reimburse you for all travel, meal and hotel expenses of your tour.

When we have received the societies' choices of dates and subjects, as well as your own reply, we will set up a tentative program to be submitted to you for approval ca. mid-June. Final arrangements will of course depend on this approval. Since the program must be arranged before lecturers and society officers scatter for summer projects and vacation, we need your reply to this invitation by APRIL 14.

We look forward to your participation in the Institute's growing lecture program and are grateful for your cooperation.

Most sincerely,

Eileen Markson
Eileen Markson
Lecture Program

I hope you'll rejoin us for 1972-73!

ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY
NEW YORK, N. Y. 10013

TELEPHONE: 212/925-7170

Lecture Program

February 7, 1972

Miss Elizabeth Ralph
University Museum
33rd and Spruce Sts.
Philadelphia, PA 19104

Dear Miss Ralph:

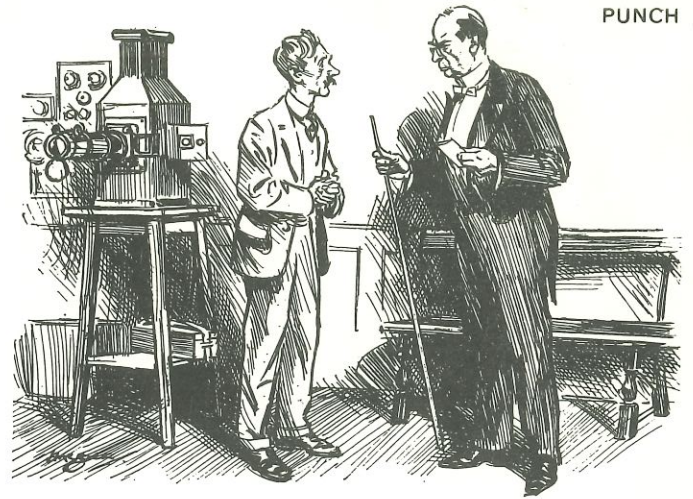
Our brand new Ithaca, New York society has indicated that they would very much like to have you as one of their first lecturers, and I am writing to ask if you would consider this one lecture for sometime in April.

According to the information I have from Ithaca, the feasible dates for them seem to be April 13, 12, 11, 20, 19, 18 in that order (Thursday is their preferred day). If you have the time to do the lecture, could you perhaps give me a choice of two dates and I will then be in touch with Ithaca and see which is better there.

I look forward to hearing from you soon, and hope that you can spare the time to make this brief visit.

Most sincerely,

Eileen Markson
Lecture Program



PUNCH

1929 caption—Lantern operator (before the lecture) "And what about signals?"
Lecturer: "The same as with most operators. If I knock on the floor once, it means 'next slide'; if I knock twice, it means 'put in again the other way up'; And if I knock three times, it means 'what are you at, you idiot?'"

Amer. Exp.

LO 8-5500

Mohawk - not set.
5:30 - 7:03
Return
3:21 PM - 5:01

March 21, 1972

Miss Elizabeth Ralph
The University Museum
University of Pennsylvania
Philadelphia, Pennsylvania 19104

Dear Miss Ralph:

I am sorry not to have written before this. Your plan to drive the whole way to Ithaca is probably best. I should imagine that it would not take too much longer than coming by plane and driving from Syracuse.

A reservation has been made for you at the Statler Club, where Mr. Pritchard stayed. This is right on campus and only a short distance from the lecture hall. When you arrive you should ask the clerk at the desk for a parking sticker.

Your lecture has been scheduled for 8:30 P.M. We hope that you will be able to join a few members of the Society for dinner at the Statler Club around six o'clock.

send me separately
Please let me know about what time you expect to arrive and what type of projector you would prefer. I am ~~enclosing~~ maps of the Cornell campus and New York State. You should get off Route 81 at Whitney Point and take Route 79 West right into Ithaca. A short distance within Ithaca you will come to a stop sign, where Route 366 joins 79. Make a right turn onto 366 (about the only turn you can make). 366 goes uphill, making a sharp left bend at one point, and past a traffic light at the top of the hill. At the next traffic light (where you should see a sign for Cornell) you make a left turn and enter the campus. The first intersection has a stop sign; cross the intersection and continue straight ahead into a complex of buildings and parking lots. The building at the end of the parking lot on the left will be the Statler Club.

Looking forward to meeting you, I am,

Sincerely yours,

Kevin Clinton

Kevin Clinton

KC/bt
enclosure

*+ John Coleman & wife -
excavated near Elis*

February 12, 1972

Miss Eileen Markson
Archaeological Institute of America
260 West Broadway
New York, New York 10013

Dear Miss Markson:

In regard to a talk in Ithaca, New York, I could go on April 12, 18, 19 or 20th.

There seems to be only one flight per day from Philadelphia which lands there at 7:03 P.M. If that is too late, perhaps, they could tell me a better way to get there. I am willing to drive to Newark, but not to Kennedy nor LaGuardia.

Which of my two subjects do they want me to talk about?

Sincerely yours,

Elizabeth K. Ralph

EKR/ek

March 14, 1972

Professor Kevin Clinton
Department of Classics
Cornell University
Ithaca, New York 14850

Dear Professor Clinton:

For my AIA lecture in Ithaca on April 19th, I shall plan to arrive in the late afternoon. The flight from Philadelphia to Syracuse which Dr. Pritchard took is going to be discontinued. Therefore, I may fly from Newark to Syracuse (Mohawk #557, arriving at 2:14 P.M.) and rent a car, or I may decide to drive the whole way.

May I trouble you to let me know where I shall be spending the night?

Sincerely yours,

Elizabeth K. Ralph

EKR/mm

ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY
NEW YORK, N. Y. 10013

TELEPHONE: 212/925-7170

Lecture Program

March 6, 1972

Miss Elizabeth Ralph
University Museum
33rd and Spruce Sts.
Philadelphia, PA 19104

Dear Miss Ralph:

The Ithaca society has chosen the date of Wednesday, April 19, at 8:30 p.m. for your lecture, and has chosen your topic "Archaeological Prospecting with Geophysical Instruments." I enclose the formal lecture sheet and an expense voucher for your use.

Professor Clinton, the Ithaca secretary, informs me that when Dr. Pritchard lectured there, he flew from Philadelphia to Syracuse, and was picked up in Syracuse. The next day he drove a rental car back to the Syracuse airport to catch his return flight to Philadelphia. You may wish to follow this same route, and thereby avoid coming into New York City. In any case, as soon as you come to a decision, it would be best if you write to Professor Clinton and let him know how you will be arriving.

I appreciate your doing this lecture on fairly short notice and hope that you are able to enjoy the trip to Ithaca. Maybe by April 19 the weather will be pleasanter than now!

Most sincerely,

Eileen Markson

Eileen Markson
Assistant Secretary

PUNCH



1929 caption—Lantern operator (before the lecture) "And what about signals?"
Lecturer: "The same as with most operators. If I knock on the floor once, it means 'next slide'; if I knock twice, it means 'put in again the other way up'; And if I knock three times, it means 'what are you at, you idiot?'"

Lo 8-5500



ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY

NEW YORK, N. Y. 10013

June 15, 1972

Miss Elizabeth Ralph
University Museum
33rd and Spruce Sts.
Philadelphia, PA 19104

Dear Miss Ralph:

There is a possibility that there might be a change of dates for your lecture tour, and I just wanted to warn you of this. The Oberlin-Ashland society has discovered a conflict, and would like to exchange their date with the Cleveland society. I have begun work on this, but I think the Cleveland secretary is away until later this month, so I may not have the definite answer for a while. I will let you know as soon as I do.

Most sincerely,

Eileen Markson

Eileen Markson
Assistant Secretary

ARCHAEOLOGICAL INSTITUTE OF AMERICA
260 West Broadway
New York, New York 10013
(212) 925-7170

June 15, 1972

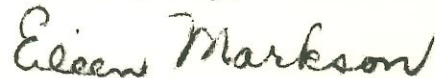
Dear AIA Lecturer:

Listed below is your tentative lecture tour schedule for 1972-73. Barring any unforeseen conflicts on the part of the local societies involved, this should prove to be your final schedule. If you see any conflicts with your own schedule, will you please let me know IMMEDIATELY, so that we can resolve these conflicts over the summer.

In September we will send you the formal lecture sheets, with names and address of the local officers, along with instructions on communicating with them and on transportation. We will also send you an expense voucher to report your tour expenses for reimbursement.

For those of you who have sent in photographs either of yourself and/or of your excavation, we thank you. If you have not yet done so, I would appreciate receiving them as soon as possible so that I can duplicate them over the summer and have them ready for the fall.

Most sincerely,



Eileen Markson
Assistant Secretary

LECTURE SCHEDULE

<u>SOCIETY</u>	<u>DAY</u>	<u>DATE</u>
NIAGARA-PENINSULA	Sunday	April 1
ALBANY AREA	Monday	April 2
OBERLIN-ASHLAND	Tuesday	April 3
CLEVELAND	Wednesday	April 4

ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY
NEW YORK, N. Y. 10013

TELEPHONE: 212/925-7170

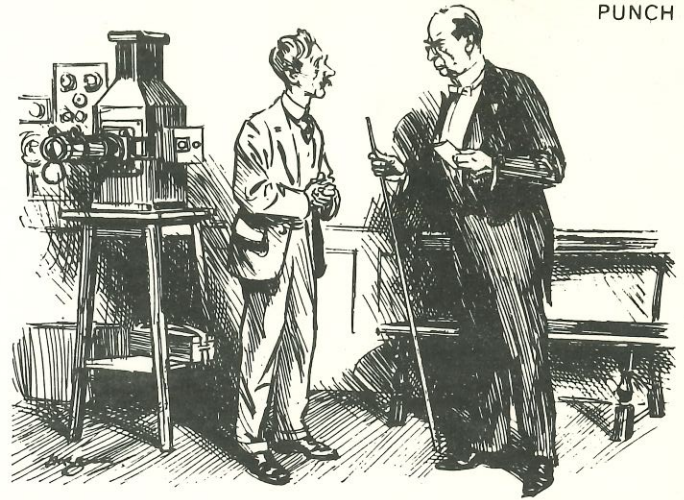
Lecture Program

212-925-7170

7333



PUNCH



1929 caption—Lantern operator (before the lecture) "And what about signals?"
Lecturer: "The same as with most operators. If I knock on the floor once, it means 'next slide'; if I knock twice, it means 'put in again the other way up'; And if I knock three times, it means 'what are you at, you idiot?'"

September 1972

Dear AIA Lecturer:

We enclose your lecture sheets giving the names and addresses of local AIA secretaries, plus an expense voucher. May we encourage you to do the following:

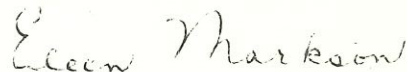
- 1) Write to the local secretary of each society you are to visit. We have asked the secretaries to be in touch with you at least 3 weeks prior to your departure, but if you have not heard from them by then, please take the initiative and let them know your arrival time, flight number, and when you must leave for your next lecture. Ideally, the local secretary should inform you in advance if any social events (cocktails, dinner, reception, etc.) are being organized in conjunction with your lecture, but if not, you should enquire so that you can plan your trip accordingly.
- 2) Our lecturers make their own travel arrangements, often with the help of their local travel agent, and are reimbursed by AIA after the lecture tour. We ask local secretaries to help with hotel recommendations and reservations, and occasionally you will be invited to stay at the home of a local member (whether you do or not is entirely up to you). You can check on this when corresponding with the secretary. Please keep expense receipts so we can have a full accounting when we reimburse you (we cover travel, hotel and meal expenses).
- 3) If you would like a travel advance for your tour, be sure and let us know at least three weeks prior to your departure, and state the amount you will need.
- 4) Most important in your correspondence with the local societies is to form an idea of your audience. We here at the central AIA office do not know our own societies well enough to give you accurate information, so you will have to elicit a "character sketch" of the society from the secretary. You might also ask if there is a specific group that has been invited (with prospective AIA membership in mind) to which you should appeal... i.e., clergy, physicians, anthropologists, etc.

212-925-7333

- 5) We have told the local secretaries about specific projection requirements for those of our lecturers who need more than one projector. If you have any further instructions, please be sure to let the local secretaries know! It may be good to plan your trip so that you arrive at each stop early enough to be able to check projection facilities well before your lecture.
- 6) If a microphone is available, please try it even if you hate it. The most frequent complaint we have next to poor quality of slides is unavailability.
- 7) Last year we had one society complain vigorously about a lecturer who spoke for an hour and a half and caused some of the audience to become restless. This can create problems for societies which want to encourage attendance and promote membership, so try to speak no longer than an hour.
- 8) We send your vita information, lecture descriptions and photo (if you provided one) to the AIA societies, but a few of our local groups may ask you for additional publicity material. It is up to you whether you send same or not. You might refer them to the public information office at your school or museum.
- 9) At a recent AIA lecture the speaker introduced his talk with a few words about the Institute, and urged interested visitors to consider becoming members. It seems to us that this would be a good way of building up our membership, so if you are willing to do something in this vein, we would appreciate it. However, do ask the local secretary whether this is appropriate, since some societies already include a membership appeal at each lecture.
- 10) Along with your expense voucher and receipts, please do not forget to return the yellow sheets to us, along with frank comments on the composition of the local society, arrangements, lecture facilities, etc. It is only through such commentary that we can ourselves become better acquainted with our local societies, and we rely on you for this help.

Enjoy your tour, and thank you for volunteering to lecture to the Archaeological Institute of America's local societies.

Sincerely,



Eileen Markson
Assistant Secretary

January 20, 1973

Mrs. Gatewood F. Overbeck
Department of Classics
State University of New York
Albany, New York

Dear Mrs. Overbeck:

In regard to my AIA lecture in early April, I am writing to you in advance because I have to leave for Egypt on February 10th and may not return until late March, 1973.

Please let me know where I should go or where I shall be staying upon arrival, and at what time I should appear so that I can make some travel plans before I leave for Egypt.

If there are any special telephone numbers that I should have in case of emergencies, I shall appreciate this information as well.

Sincerely yours,

(Miss) Elizabeth K. Ralph

January 20, 1973

Mrs. Noel Robertson
195 Lockhart Dr.
St. Catharines, Ontario
CANADA

Dear Mrs. Robertson:

In regard to my AIA lecture in early April, I am writing to you in advance because I have to leave for Egypt on February 10th and may not return until late March, 1973.

Please let me know where I should go or where I shall be staying upon arrival, and at what time I should appear so that I can make some travel plans before I leave for Egypt.

If there are any special telephone numbers that I should have in case of emergencies, I shall appreciate this information as well.

Sincerely yours,

(Miss) Elizabeth K. Ralph

January 20, 1973

Mrs. Charles Murphy
347 Reamer Pl.
Oberlin, Ohio

Dear Mrs. Murphy:

In regard to my AIA lecture in early April, I am writing to you in advance because I have to leave for Egypt on February 16th and may not return until late March, 1973.

Please let me know where I should go or where I shall be staying upon arrival, and at what time I should appear so that I can make some travel plans before I leave for Egypt.

If there are any special telephone numbers that I should have in case of emergencies, I shall appreciate this information as well.

Sincerely yours,

(Miss) Elizabeth K. Ralph

January 20, 1973

Mrs. Herbert S. Long
2820 Chadbourne
Cleveland, Ohio

Dear Mrs. Long:

In regard to my AIA lecture in early April, I am writing to you in advance because I have to leave for Egypt on February 10th and may not return until late March, 1973.

Please let me know where I should go or where I shall be staying upon arrival, and at what time I should appear so that I can make some travel plans before I leave for Egypt.

If there are any special telephone numbers that I should have in case of emergencies, I shall appreciate this information as well.

Sincerely yours,

(Miss) Elizabeth K. Ralph

February 9th, 1973

Mrs. Charles Murphy
347 Reamer Place
Oberlin, Ohio 44074

Dear Mrs. Murphy,

Thank you for your letter of January 31st in regard to my
AIA lecture on April 4.

I shall be travelling from Cleveland on Wednesday April 4th
and expect to reach Cleveland Airport by mid-afternoon. I shall
telephone you on Wednesday morning to give you a more exact time
of arrival.

I shall be glad to accept your invitation to stay overnight
with you and Mr. Murphy.

Sincerely yours,

Elizabeth K. Ralph

347 Reamer Place
Oberlin, Ohio 44074

January 31, 1973

Miss Elizabeth K. Ralph
Museum Applied Science Center for Archaeology
University of Pennsylvania Museum
Philadelphia, Pa. 19104

Dear Miss Ralph:

Please forgive the slight delay in replying to your letter of the 20th; Mr. Murphy and I were out of town and did not get any mail the last ten days of January.


As for your overnight stay in Oberlin, we would be happy to put you up in our home, where you can have the second floor to yourself (we have a down-stairs bedroom). Or if you prefer to be alone, we can reserve a room for you at the Oberlin Inn; whether you or the National Office pays for this I am not sure, but I do know that the local chapter cannot afford hotel bills for visiting lecturers.

Your lecture will be in the evening at 8:00 P.M., but we hope you will have dinner with us and some of the local members before the lecture. You should plan to arrive in Oberlin no later than 5 P.M., to give you time to relax before dinner and the evening. If you will let us know your travel plans, one of us can meet you at the Cleveland Airport. If you are coming from Cleveland, the airport can be conveniently reached by the Rapid Transit system; you can phone us in the morning telling us when to meet you.*

Our home phone number is (216) 775 - 18888; my husband's office at the College is (216) 774-1221, Ext. 5660 (Classics Department).

We are looking forward to your visit and lecture.

Sincerely yours,



Elizabeth R. (Mrs. Charles) Murphy

* P.S. Perhaps I should tell you that we are a 45 minute drive from the Airport, so give us enough warning. If, as is likely, you stay on the east side of Cleveland, near Case-Western Reserve, the trip on the Rapid will take you about 35 to 40 minutes.

February 9th, 1973

Mrs. Noel Robertson
195 Lockhart Drive
St. Catharines
Ontario, Canada

Dear Mrs. Robertson:

Thank you for your letter of January 27th in regard to my
AIA lecture on April 1st.

There seems to be only one direct flight on Sunday, so I shall
arrive in Buffalo at 12.56 p.m. on Allegheny # 517.

I shall be glad to spend Sunday night and, I guess, the afternoon
too with you and Mr. Robertson.

Sincerely yours,

Elizabeth K. Ralph

BROCK
University

St. Catharines, Ontario

January 27, 1973

Miss Elizabeth K. Ralph
University Museum
33rd and Spruce Sts.
Philadelphia, PA 19104

Dear Miss Ralph,

Your letter came yesterday and I hasten to answer your questions. Your lecture, to be held at Brock University, will begin at 8:15 p.m. on Sunday April 1. Noel and I would like to have you spend Sunday night with us, but of course, if you prefer, I can make a reservation for you at the Leonard Hotel in St. Catharines.

If you plan to drive I will send you a map, but if you fly we will arrange to meet you at the Buffalo Airport. You should plan to arrive at about 4 p.m. as there will be a dinner before the lecture.

Is there any audio-visual equipment you require? We have the title of your lecture as Archaeological Prospecting with Geophysical Instruments. Your audience will number about 50: a mixture of interested community and Brock students and faculty. We have a strong Geology Dept. here which will be very interested to hear about your methods and instruments.

I look forward to meeting you in April and wish you a pleasant trip to Egypt.

Sincerely yours,

Laura L. Robertson

Laura L. Robertson
(Mrs. Noel Robertson)

Dear Miss Ralph, ^{Mo.} Mar. 26'

We are looking forward
to your visit on April 2nd and
to having you stay overnight
with us.

We will meet your
flight arriving at 11:22 A.M.
Allegheny 4405 on Monday,
April 2nd.

We'll see you then!

Most sincerely,
Katewood Overbeck

February 9th, 1973

Mrs. Gatewood F. Overbeck
Department of Classics
State University of New York
Albany, NY 12203

Dear Mrs. Overbeck,

Thank you for your letter of January 25th in regard to my
AIA lecture on April 2nd.

I expect to arrive in Albany on Monday ~~April~~ April 2nd at 11.22 a.m.
on Allegheny # 440S.

I shall be glad to accept your invitation to stay overnight
with you and Mr. Overbeck.

Sincerely yours,

Elizabeth K. Ralph



STATE UNIVERSITY OF NEW YORK AT ALBANY

1400 Washington Avenue
Albany, New York 12222

Department of Classics

January 25, 1973

Miss Elizabeth K. Ralph
Museum Applied Science Center
for Archaeology
The University Museum
33rd and Spruce Streets
Philadelphia, Pa. 19104

Dear Miss Ralph:

Your AIA lecture in Albany on April 2nd is scheduled for 8:00 P.M. at the University in the Humanities Building, Room 354.

My husband and I will be happy to have you stay overnight at our place and will be glad to provide you with dinner that evening and breakfast the next morning. You can arrive any time the day of the lecture and if you plan to come by public transportation we will be glad to meet you upon arrival.

We are looking forward to your lecture. Let us know when and how you will be arriving when you have confirmed your travel arrangements.

Most sincerely,

Gatewood Overbeck

(Mrs.) Gatewood Overbeck

(518) 457-8445 office phone (during the day)
" 438-5339 home "

Host: Prof. John Overbeck



Charland a bit chilly outside, but
I think you will find the members
of the local society quite warm
and enthusiastic.

Sincerely yours,
Charlotte Long

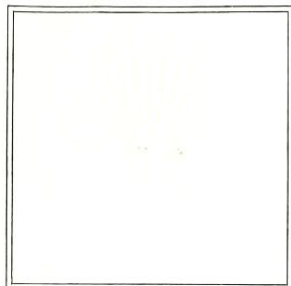
March 24, 1973

Dear Miss Ralph —

Professor Robinson has antici-
pated me in everything, but
Herbert is all set to pick you
up at the Cedar Rapid Station on
Tuesday afternoon, April 3rd,
and will take you to the hotel.

We do hope you will have
dinner with us that evening at
6:00 P.M. - and Herbert will
come for you then too.

After Egypt you may find



Miss Elizabeth Ralph
Museum Applied Science Center for Archaeology
The University Museum
33rd and Spruce Sts.
Philadelphia, Pa. 19104

March 22, 1973

Dear Miss Ralph:

Thank you for your letter of February 9 in reference to your AIA lecture in Cleveland on April 3rd. Our members are looking forward eagerly to hearing you and to meeting you.

I have made a reservation for you for the night of April 3rd at the College Motel (11214 Euclid Avenue - close to the University; ph. 791-2320). When your plane arrives at 12.40 p.m. on the 3rd, please call the Department of Classics at the University (368-2674); Professor Long, or in his absence, Prof. Laing, will then be able to tell you just how to get onto the Rapid Transit and just how to get off the platform at the University-Cedar stop; the run from the Airport to the University-Cedar station is about 31 minutes. Professor Long (or Laing) will meet you at the Rapid station and drive you (a matter of two minutes) to the College Motel.

Professor and Mrs. Long are arranging a dinner for you at their home at 6.00 p.m. He will come to the Motel for you in advance of that hour.

During the afternoon of the 3rd you may wish to: 1) rest; 2) visit the Cleveland Museum of Art, which is only a five minute walk from your Motel; 3) meet Prof. David S. Brose of our Department of Anthropology, who is very anxious to meet you and to show you the University's radiocarbon testing laboratory. I shall take the liberty of telling Prof. Brose of the time of your arrival and of your location at the College Motel. He may write or call you there.

I regret very much that I shall not be in Cleveland on the day of your lecture. I trust that I may have an opportunity of meeting you and hearing you on another occasion.

Sincerely yours,

Henry S. Robinson
Professor of Classics

c: Mrs. Long

February 9th, 1973

Prof. Henry S. Robinson
Department of Classics
Case Western Reserve University
Cleveland, Ohio 44106

Dear Professor Robinson,

Thank you for your letter of January 30th in regard to my
AIA lecture on April 3rd.

I shall be arriving at Cleveland Hopkins airport at 12.40 p.m.
on Tuesday April 3rd on Allegheny # 705A. I can telephone from there
to the Department of Classics to have someone meet me at the University-
Cedar station.

Please thank Mrs. Robinson for her invitation to stay overnight,
but I think it would be more convenient if I were to stay at a motel
close to the campus as you suggest.

Sincerely yours,

Elizabeth K. Ralph

THE ARCHAEOLOGICAL INSTITUTE OF AMERICA



Cleveland Society

January 30, 1973

Miss Elizabeth Ralph
Museum Applied Science Center for Archaeology
The University Museum
33rd and Spruce Streets
Philadelphia, Penna. 19104

Dear Miss Ralph:

Mrs. Herbert Long has told me of your letter to her regarding your lecture to the Cleveland Society of the Archaeological Institute on April 3 (Tuesday). On her behalf and that of the Cleveland Society I want to tell you how pleased we are that you are going to visit us and lecture on "Archaeological Prospecting with Geophysical Instruments."

Our lectures take place at 8.30 p.m. in the Western Reserve Historical Society, which is located on University Circle near the Cleveland Museum of Art and Case Western Reserve University. Our membership consists in large measure of non-professional people; but the majority are members of long standing who have a keen interest in archaeology. We normally work with a single, manually operated projector and a large screen; microphone equipment is also available. If you wish special projection equipment, please let me know.

I assume that you will be arriving from Albany on the 3rd, and presumably by air. From the Cleveland Hopkins airport a Rapid Transit train will bring you to the University-Cedar station (a 31 minute trip); that station is near the University Circle and arrangements can be made to meet you there with a car.

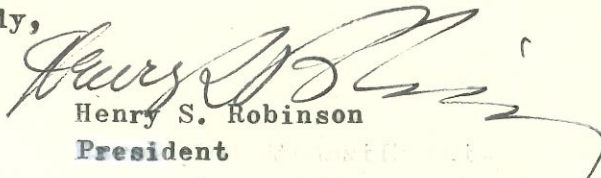
I regret very much that I shall not be in Cleveland the night of your lecture - the schedule of my own series of lectures for the AIA falls in the same period as yours and I shall be in University Park, Pa. that evening. My wife may accompany me on my tour. If she does not, she would be very pleased to have you stay at our home over the night of April 3; if she does go with me, we may have to ask you to stay at a motel close to the campus. A dinner is usually planned for our lecturers before their talk at which they have an opportunity to meet some of the members of our Society; this will probably be either at our home or at the Longs'. After the lecture there will be a reception in the Western Reserve Historical Society.

For communication by telephone - you may reach me or Prof. Long at the offices of the Department of Classics, Case Western Reserve University, 216-368-2674. My home telephone is 216-932-5883. Mrs. Long's home telephone

is 216-295-0207. If you can call one of us on April 2nd from Albany final details regarding your arrival can be made quickly.

We are looking forward to your visit and I personally regret very much that I cannot be on hand.

Sincerely,



Henry S. Robinson
President

For correspondence, please write to:

Prof. Henry S. Robinson
Department of Classics
Case Western Reserve University
Cleveland, Ohio 44106

March 29, 1973

Mrs. Eileen Markson
Archaeological Institute of America
260 West Broadway
New York, New York 10013

Dear Mrs. Markson:

Please excuse my delay in replying to your request for a lecture tour next year 1973-74.

I have just returned from Egypt, in time to start on this year's tour, and had to miss certain conferences and rearrange plans to get back in time. Therefore, I am not eager to make a new commitment at this time. However, if you need some one to fill in an emergency, please let me know.

Sincerely yours,

Elizabeth K. Ralph

EKR/ek

April 7th, 1973

Mr. & Mrs. Murphy
347 Reamer Place
Oberlin, Ohio 44074

Dear Libby and "Professor Charles",

Thank you very much for your wonderful hospitality in Oberlin.
I really mean it when I say that my visit with you was the most
delightful part of my whole trip.

Flying home, it was good to see the sun from up above the clouds,
and in Philadelphia it was cold, windy, but semi-clear. Today we
are having beautiful weather, but more rain is forecast.

With best regards,

Beth Ralph



ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY

NEW YORK, N. Y. 10013

TELEPHONE: 212/925-~~2122~~7333

April 19, 1973

Miss Elizabeth K. Ralph
University Museum
33rd and Spruce Sts.
Philadelphia, PA 19104

Dear Miss Ralph:

The most interesting comments come in on your lectures, and I always enjoy reading them and passing them along to you. The Albany Area society reports that your lecture was good, and also comments that perhaps it would be better to have less on strictly technical processes and more on the application to archaeological problems. Cleveland says that you wisely interspersed the technical, scientific information with anecdotes and descriptions of your work on various excavations, which was a perfect combination for a society with mainly non-scientifically oriented members. I have not heard from Niagara-Peninsula and Oberlin-Ashland, but when I do, I will pass along their comments to you.

I fully understand your feeling about lecturing next year, and am grateful that you took the time this year, particularly in view of the pressing nature of your own schedule. May I thank you on behalf of the Institute, and express the hope that perhaps for 1974-75 you will be available.

Most sincerely,

Eileen Markson
Assistant Secretary

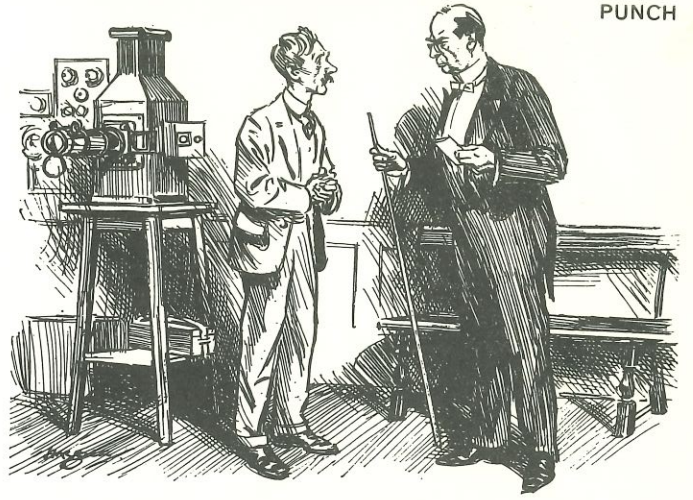
ARCHAEOLOGICAL INSTITUTE OF AMERICA

260 WEST BROADWAY
NEW YORK, N. Y. 10013

TELEPHONE: 212/925-7170



Lecture Program



1929 caption—Lantern operator (before the lecture) “*And what about signals?*”
Lecturèr: “*The same as with most operators. If I knock on the floor once, it means ‘next slide’; if I knock twice, it means ‘put in again the other way up’; And if I knock three times, it means ‘what are you at, you idiot?’*”

Miss Elizabeth K. Ralph
University Museum
33rd and Spruce Streets
Philadelphia, PA 19104

Dear Miss Ralph:

May I thank you on behalf of the Institute for making the trek up to Ithaca and for delivering a fine lecture. The local society reports that your talk was suitable and that the general impression was that it was an excellent lecture. I appreciate your doing this lecture on rather short notice, and when I saw that you drove all the way, I was really amazed. That is quite a trip to do alone.

I will be in touch with you again in June about the 1972-73 program, and until then, best wishes for a pleasant summer.

Most sincerely,

Eileen Markson

Eileen Markson
Assistant Secretary