

# Social Interaction Protocol

Semester Date

\*If anything goes wrong or you have any questions please find, text, or call **[PI NAME]**

**Office:** SSC XXXX

**Email:** xxxxxx@uwo.ca

**Phone (office):** XXX-XXX-XXXX ext XXXXX

**Phone (mobile):** XXX-XXX-XXXX

## Rooms:

6407	Experimenter/Video Monitoring Room
6406	Conversation Room 3 (Waiting Room)
6408	Conversation Room 2
6410	Conversation Room 1
6441	Experimental Room 1 (Magenta)
6442	Experimental Room 2 (Blue)
6443	Experimental Room 3 (Green)
6444	Experimental Room 4 (Purple)
6404	Experimental Room 5 (Black)


**Experimenter 1: Monitors the Videos**

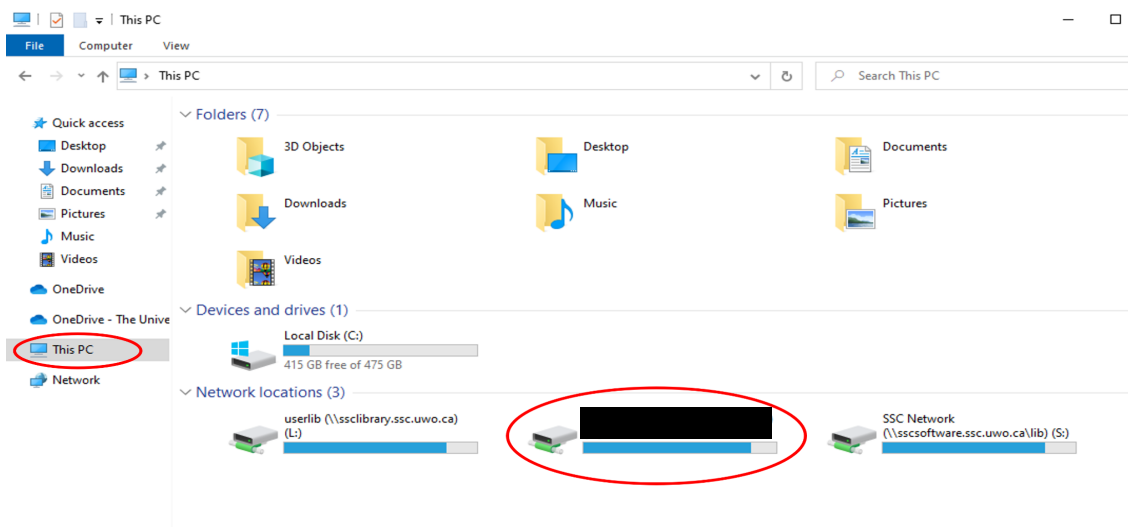
**Experimenter 2: Greeter/Shuffler**

# Before participants come into the lab...

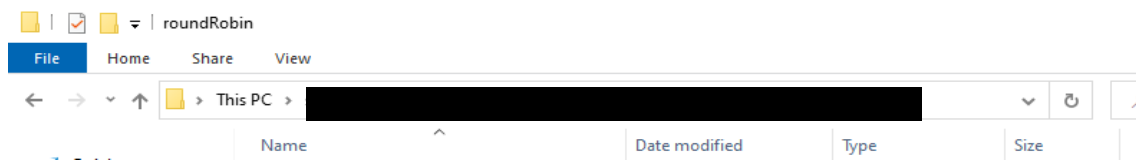
## Experimenter Room (i.e., 6407)

### Completed by Experimenter 1

1. Get the study binder from 6407 (located on the shelf).
2. Look at the first blank Session List in the binder and make a note of which session number it is. On the correct lines of the page, print your name and the name of the second experimenter, as well as the date and time of the session
3. Turn on the python computer and log in to the Social Behaviour Lab account:
  - Username: XXXXXX
  - Password: XXXXXX
4. Open the Social Cognition "Session\_Docs" Folder on Dropbox (See Bookmarks Bar on Chrome): [LINK TO FILE]
5. Navigate to the SONA\_IDS\_perSession.xlsx document
  - a. Path: Dropbox/Session\_Docs/SONA\_IDS\_perSession.xlsx
  - b. Once the Excel file is open, scroll to the correct session date
  - c. For each participant, make a note of their SONA ID on the Session List found in the binder.
  - d. Create ID Tags for each participant **based on their colour** and give these names tags along with the participant sheet/clipboard to Experimenter 2.
6. Using windows explorer  navigate to the P-drive as shown in the image below:



7. From the P-drive, navigate to [Directory] > [SubDirectory]



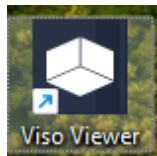
8. Open the PyCharm file “**main.py**”. **Do not run this yet**, just have it open so it is ready for later. Note: There is a PyCharm icon on the desktop. When you double-click that, the **main.py** file will open automatically and be configured to run.



## Video Monitoring Room (i.e., Room 6407)

### *Completed by Experimenter 1*

1. Log in to the central video recording machine using the Lab login.
  - Username: XXXXXX
  - Password: XXXXXX
2. Open the Viso program.



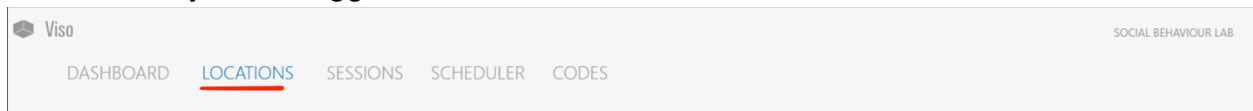
3. Log in as
  - Username: XXXXXX
  - Password: XXXXXX

### LOGIN

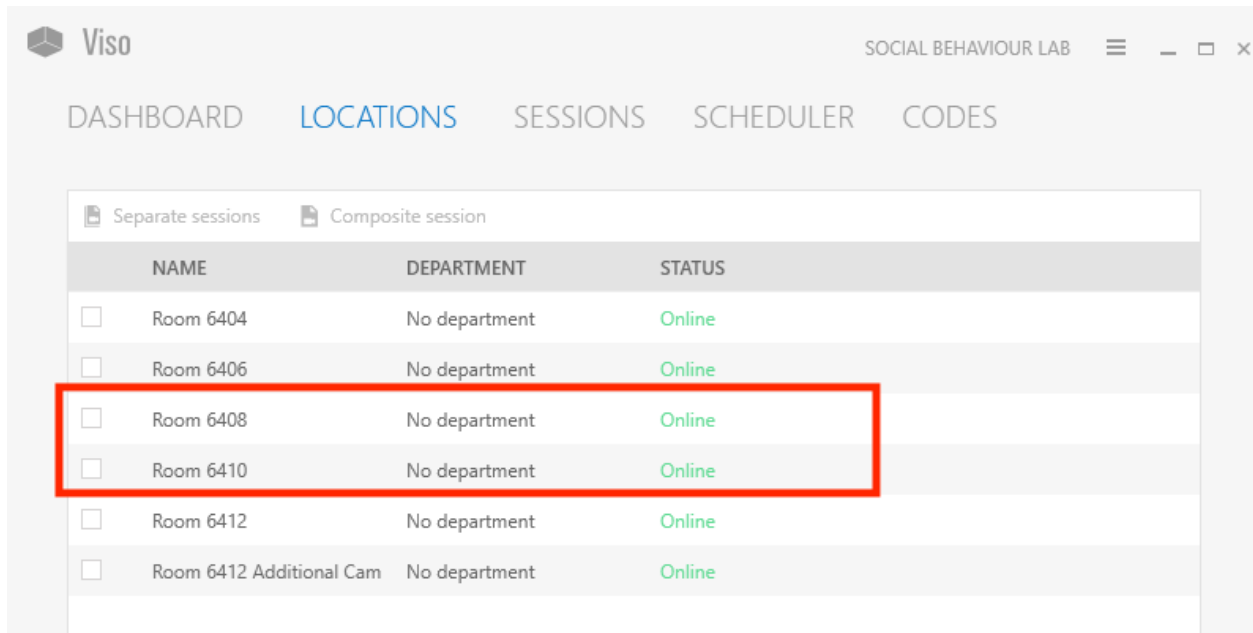
User name:

Password:

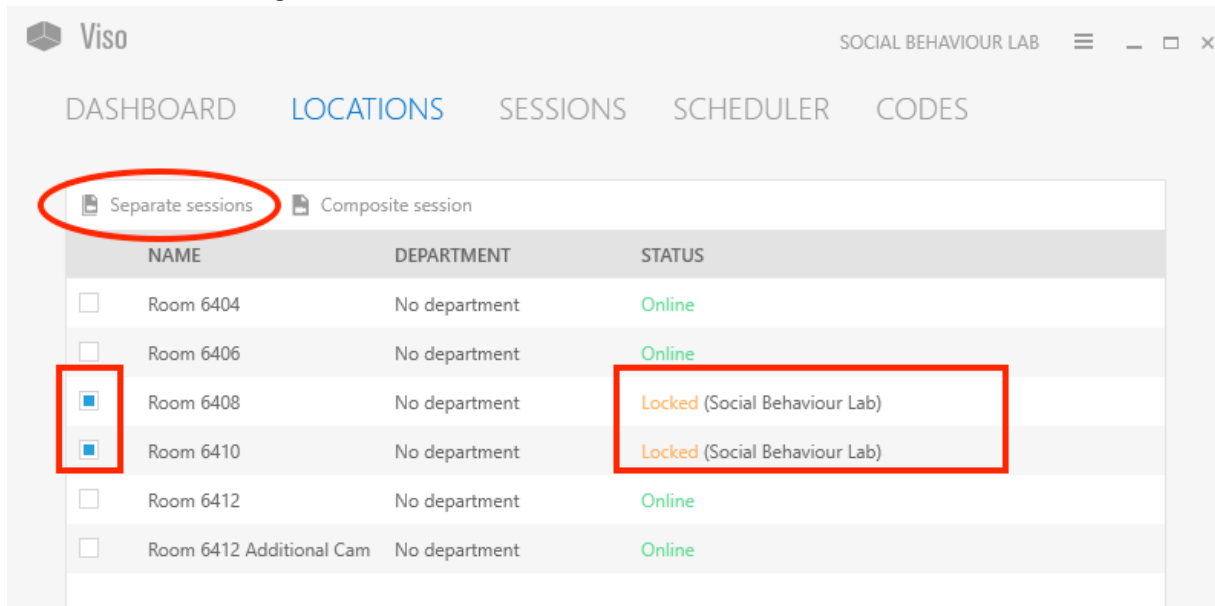
4. Once you are logged in, click the Locations Tab on the dashboard:



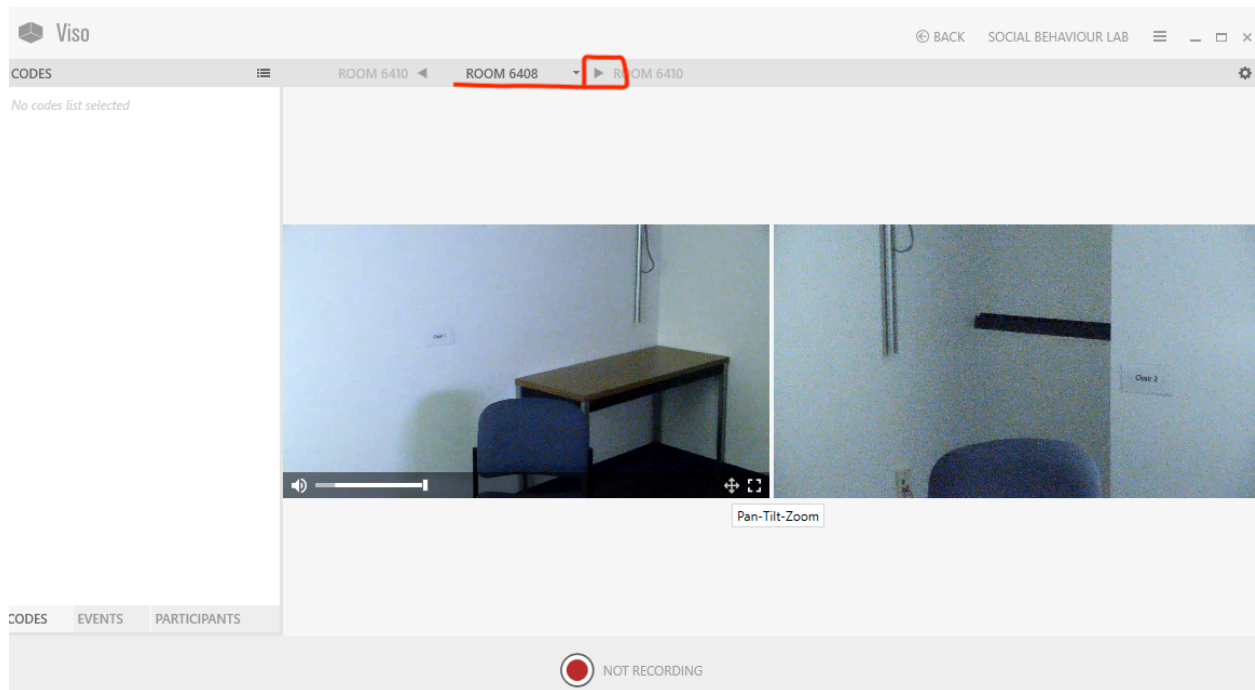
5. Once you have locations open, you should see the cameras in rooms 6408 and 6410.



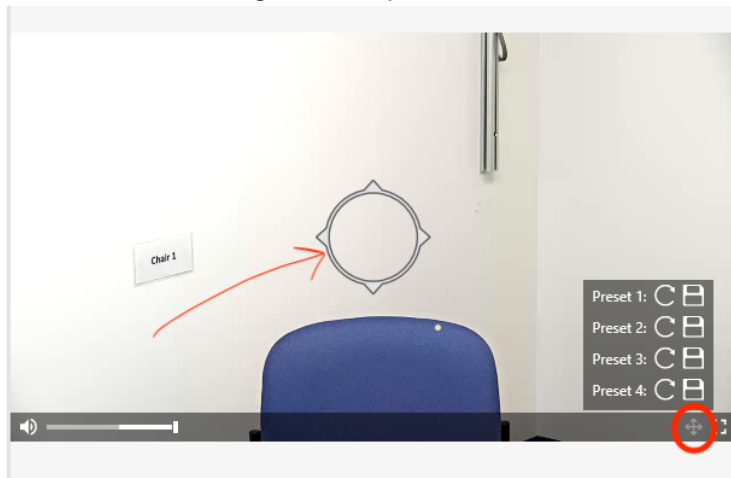
6. Click the boxes next to each of the rooms. This will “lock” the rooms to you. Once they are locked, click the Separate sessions tab to generate separate sessions in the recording.



7. Now, use the tabs at the top of the screen to navigate across the rooms and make any necessary adjustments to the camera position. Be sure that you can see both rooms.



8. If you need to adjust the pan, tilt or zoom of the camera, you may do that by clicking the Pan-Tilt-zoom control. Hover near the bottom of the image and the controller will appear. Click the controller to get the compass in the center of the screen. You may now use the number keypad to adjust the camera (2 = down; 4 = left; 6 = right; 8 = up; + = zoom in; - = zoom out).



\*You will repeat steps 4-8 between each conversation.

## Conversation Rooms (i.e., 6406, 6408, 6410)

*Completed by Experimenter 2*

1. Check that the appropriate room label is on the door.
2. Turn off the auto-lock on the door by turning the handle button's position to vertical – the button should then pop out. **Make sure you set it back at the end of the day.**
3. Close the blinds and make sure the paper is covering any sunlight (6408 & 6410 only, as video will not be recorded in 6406).
4. Set up the chairs by placing the front chair legs on the spots marked by tape on the carpet.
5. Check that both chair labels are still tacked to the wall.
6. Turn on the computer and log in to the Lab account
  - Username: XXXXXX
  - Password: XXXXXX
7. Open the PsychoPy file for that room located in.
  - a. Navigate to the P-drive (as shown above):  
ThisPC > [Directory] > [SubDirectory]
    - a. Open the subfolder corresponding to the correct room (room1, room2, etc.)
    - b. Open the Psychopy file corresponding to the room (**room1.psyexp**, **room2.psyexp**, etc).
8. Repeat steps 1-7 for each room.

## Experimental Rooms (i.e., 6441, 6442, 6443, 6444, 6404)

*Completed by Experimenter 2 (after you receive the Participant Sheet from Experimenter 1)*

1. Using any computer in one of the Experimental Rooms, verify the information Experimenter 1 wrote on the Participant Sheet is correct by comparing it to the master excel document. Access the excel doc at: [Link to document]
  - Open the file and make sure that the SONA IDs are accurately recorded.
2. Go to the computer that matches the colour of your first participant.
3. Turn on the computer and log in to the Social Behaviour Lab account:
  - Username: XXXXXX
  - Password: XXXXXX
4. Open Chrome
5. Open the Qualtrics document using the bookmark in Chrome

- a. If for some reason you do not see this file on the desktop you can access a copy of it from: [\[Link to Directory\]](#)
6. Enter the participant ID, session ID, and your initials at the starting prompt.
7. Once you have verified the information click the “Next Page” button to advance to the “welcome” screen of the study. This page should show the study Letter of Information (this will be used for consent purposes).
8. Repeat steps 2-7 for every participant/computer in each room.

# Participant Arrival/Beginning the Study

1. **Experimenter 2:** At the start time of the session, go to the waiting area with the **Session List** and **ID Tags** to greet participants:
2. “Hi everyone - are you all here for the Social Cognition study? Before we get started I’m just going to ask for your SONA IDs to ensure you are in the correct session. Could you please look up your SONA ID on your phone, so you are ready when I get to you?”

*\*Cross-check the SONA ID participants provide (they should tell you their SONA ID, not the other way around) with the ones on your Participant Sheet. Once there is a match check off the Attendance Box for that participant. Give the participant the appropriate ID tag. Then move on to the next person.*

***Make sure to tell the participants to place the ID tag high up on their body (shoulder/upper chest) so that it is visible on camera during the conversations.***

After everyone has done the consent form:

“My name is \_\_\_ and I will be your experimenter today. We will be asking you to do a few things today. First, we will have you fill out a few questionnaires on a computer. After everyone has completed the survey part of the experiment, you will begin the conversation portion of the study. During that part of the study, you will have a short conversation with each person here. At the end of each conversation, we will ask you to tell us a little bit about your interaction via a survey on your smartphone. If you don’t have a smartphone, you can fill out the survey using pencil and paper – please let me know if you prefer to do that. After the conversations, you will complete a few additional computer tasks. As you complete the study today, please remember that when you enter a participant ID code, it is the one on your nametag. Any QR codes you scan or computers you sit at, should also match your participant colour.”

If they do not have a smart phone, make a note of this on the session sheet so that physical post-interaction questionnaires can be prepared.


3. Lead participants into 6441 – 6444 (and 6404 if there is a “K” [black] participant code) to complete the pre-survey via Qualtrics.
  - a. Say: “The computer that matches the colour of your ID tag is the one we will ask you to use whenever you are sitting at a computer. The first thing the computer will ask you to do is to read our Information Letter and

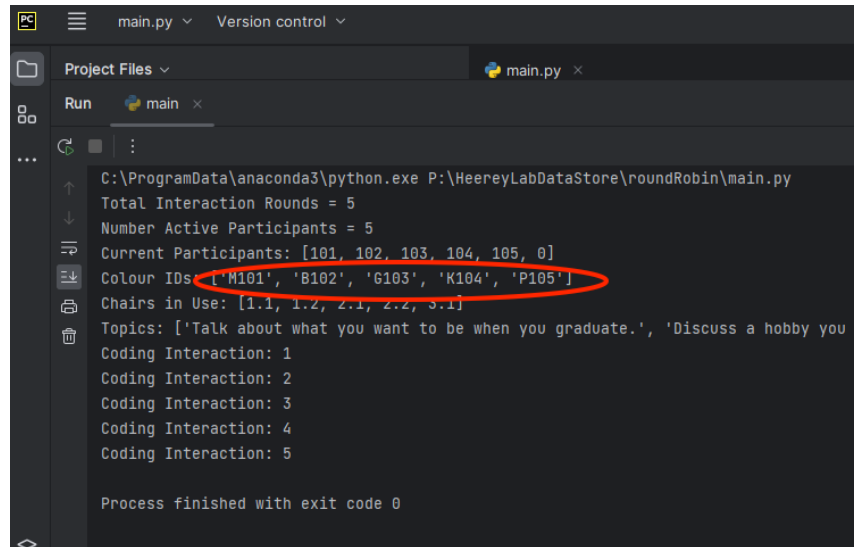


decide if you want to consent to the study procedures. If you have questions about any element of the study, please let me know and I will answer them.”

- b. **Make sure each participant is at the computer that matches their ID tag.**
- c. **TROUBLE SHOOTING:** If a participant does not consent to the study, they will be prompted to find you. Please thank them for coming and dismiss them from participation. Note this on the Session List and let the [Researcher in Charge] know via email. In addition, if Experimenter 2 has already round the scheduler, they should re-run it, excluding this participant (please overwrite the full session datafile). You may need to restart the Psychopy program in the interaction rooms also if this has already been started, as the new Excel file will need to be loaded into the program. Follow the instructions for exiting the program and restart it.

While participants are completing the survey...

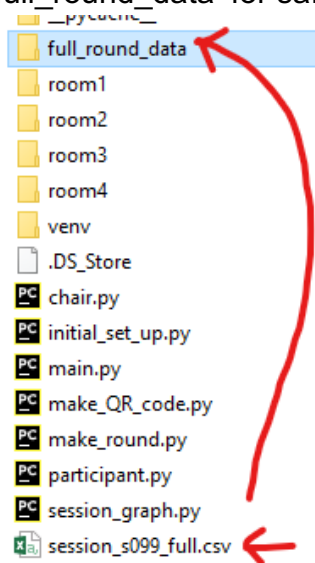
- 2. **Experimenter 2:**
  - a. **On the Session List, cross out the rows for any participants who did not show up**
  - b. Bring the **Session List** to Experimenter 1 in 6407.
  - c. If paper forms are needed, get them from the binder and get them labeled for use
- 3. **Experimenter 1:** Run the Python code in Pycharm in Room 6407
  - a. Run the PyCharm code by clicking the  button in the top panel. This will run the script.
  - b. When prompted in the “Run” window, click the cursor to the correct position and then enter the session ID (e.g., **s01**)
  - c. When prompted in the bottom “Run” window, enter the PIDs (**beginning with the colour code letter**) for participants who have arrived (e.g., **P102**, **M103**, **B104**), as noted on the Session List. Be sure to check that everything is correct before you run. If you have made any mistakes, you will need to run the code again.




```
main.py  Version control  x
Project Files  main.py x
Run  main x
C:\ProgramData\anaconda3\python.exe P:\HeereyLabDataStore\roundRobin\main.py
Total Interaction Rounds = 5
Number Active Participants = 5
Current Participants: [101, 102, 103, 104, 105, 0]
Colour IDs: ['M101', 'B102', 'G103', 'K104', 'P105']
Chairs in Use: [1.1, 1.2, 2.1, 2.2, 3.1]
Topics: ['Talk about what you want to be when you graduate.', 'Discuss a hobby you e
Coding Interaction: 1
Coding Interaction: 2
Coding Interaction: 3
Coding Interaction: 4
Coding Interaction: 5

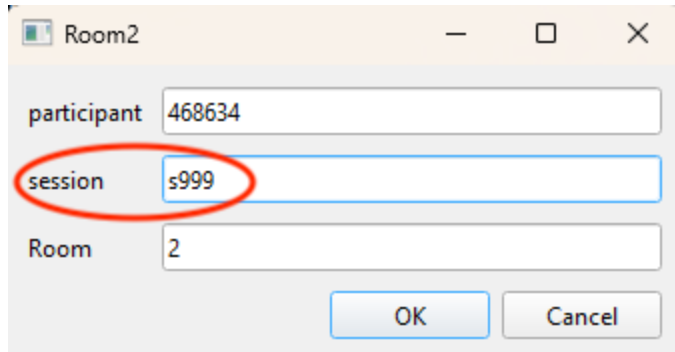
Process finished with exit code 0
```

- d. Print out the Conversation Map which will open once you run the Python file. If the printer is not connected, use one of the conversation map forms to note which participant is in which chair for each round.
- e. Finally, the scheduler will create one **very important** data file. It is a file that contains all the session data in one place. It would be unfortunate if that file were accidentally overwritten. The file will be labeled as: 'session\_sXX\_full.csv'. Please move that data file to the folder labeled 'full\_round\_data' for safe keeping.



- 4. **Experimenter 2:** Once the scheduler has run, repeat the following step for each computer in the Conversation Rooms (i.e., 6408, 6410) and the Waiting Room (6406, if needed) – you can split up the rooms, Experimenter 1 sets up one room while Experimenter 2 sets up another room, etc.

- a. Once the scheduler has run, you can click the run button  in Psychopy to start the session controller on each machine.
- b. Be sure that the file shows the correct room and make a note of the session code before you click ok.



- c. If you are starting the Psychopy program at the start of the session, enter '1' for the first round on the starting screen (if an error occurs at some point and you need to re-start and jump to a specific round, enter the round number that is the next one that will run, e.g., '3' for round 3).
5. **Experimenter 1:** move to the “before and during conversations” of the instructions.

## Before and during Conversations...

### **Experimenter 2**

1. Ensure that participants go to the correct room and sit in the correct chairs for the first conversation.
2. Once both participants are seated and the cameras are recording, tell them to press the space bar on the Psychopy session and begin the conversation. The rooms should start each conversation round at approximately the same time (including the waiting room if in use)
3. Repeat steps 1-2 for each pair and between each conversation.
4. **During Conversation Round 1 go to the Experiment computers and advance the task.**
  - a. When prompted enter “[passcode]” (all lower-case letters) and click the button to advance.
5. Sometimes you will have an odd number of individuals in a session. In this scenario, one participant will sit out of each round. During this time the participant will sit in room 6406, which is labeled “Room 3”.
  - a. Seat the participant in this room and remind them to press the space bar on the Psychopy program to start the session timer.

- b. Room 3 participants can use their phone, read a book, etc., during this time.
- c. Check on them periodically (be inobtrusive) and don't make too much conversation.

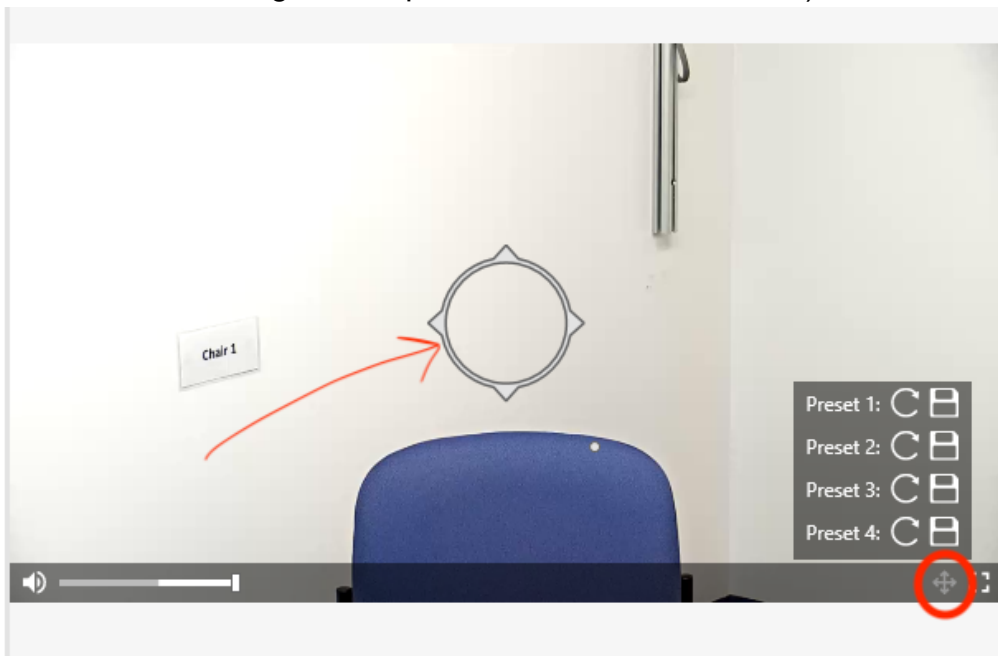
*When you are not shuffling participants, wait in room 6407 (i.e., the experimenter/video room) or in the hallway to help if participants have questions.*

- 5. At the end of the first round, let participants know that the last page of the Qualtrics survey will show them which room to go to and which chair to sit in. Let them self-direct as much as possible (you may prompt them if there is any confusion). Remind them to press the space bar to start the session timer when both participants are seated and ready.
- 6. At the end of all the rounds, direct the participants back to the computers they started at to complete the rest of the study. Let them know to come see you in 6407 when they are done.

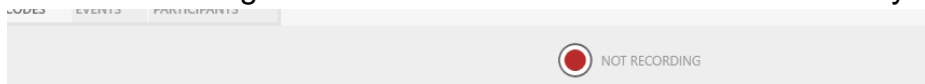
## Before and during Conversations...

### Experimenter 1

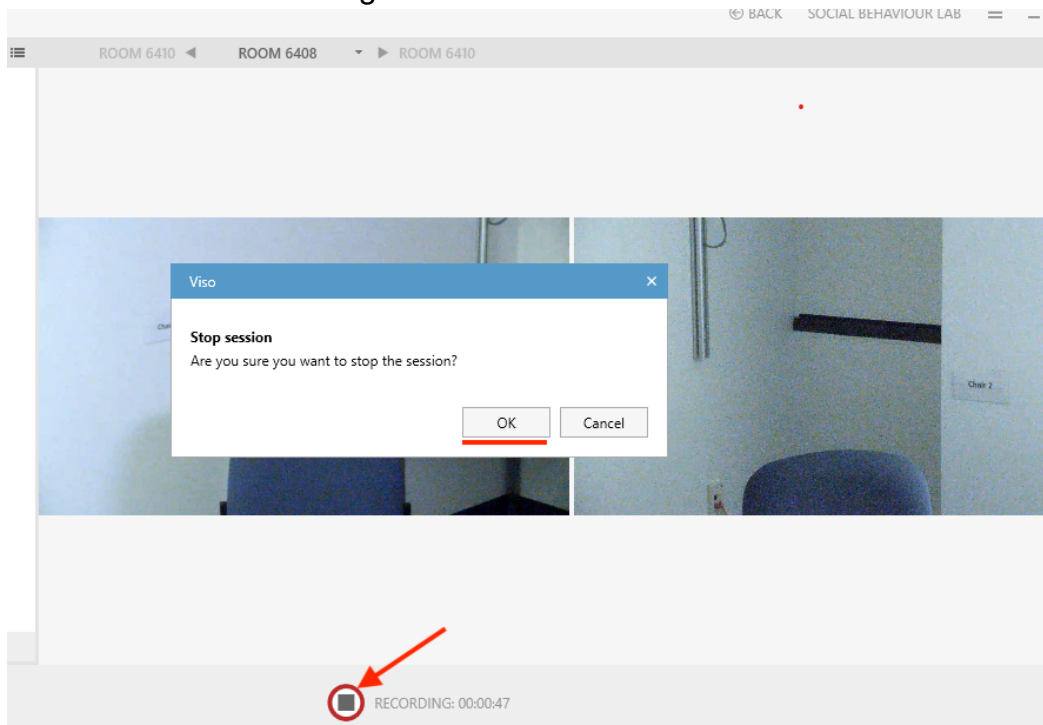
- 1. If you need to adjust the pan, tilt or zoom of the camera, you may do that by clicking the Pan-Tilt-zoom control. Hover near the bottom of the image and the controller will appear. Click the controller to get the hatched arrow in the center of the screen. You may now use the number keypad to adjust the camera (2 = down; 4 = left; 6 = right; 8 = up; + = zoom in; - = zoom out).



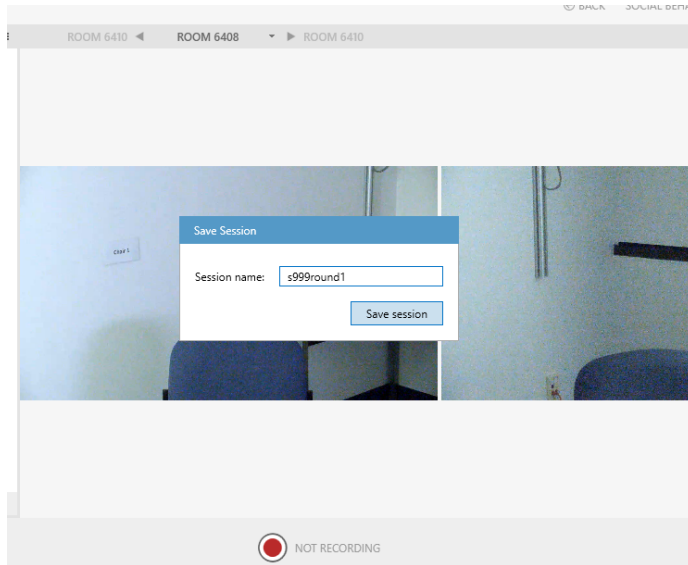
- a) Do the same with the other cameras until all the participants are well framed. Once you are ready, click the red circle at the bottom of the screen to begin the session recording. This will start all the cameras simultaneously.



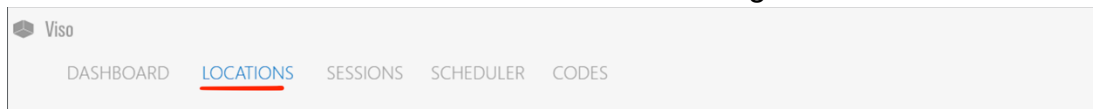
2. When the round is over, click the recording button again to stop recording and then click OK in the dialogue box.



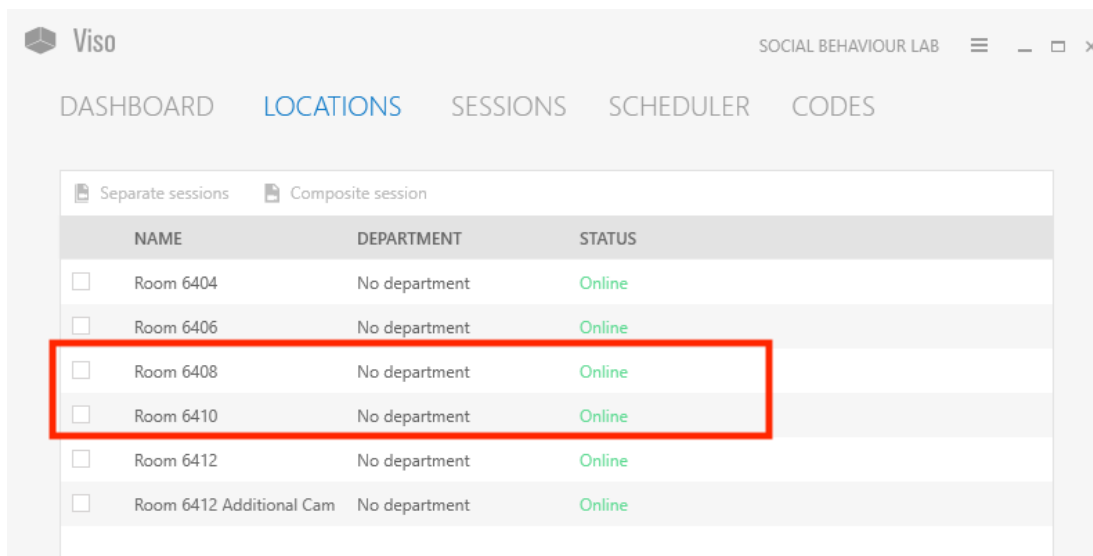
3. You will then need to save the session. Please do so by typing the session number (e.g., 's01') and the round (e.g., 'round1'). This will save the files for all the rooms. Once you have saved a round, please mark it on the Session List. If there are any issues, please record these in the notes field.



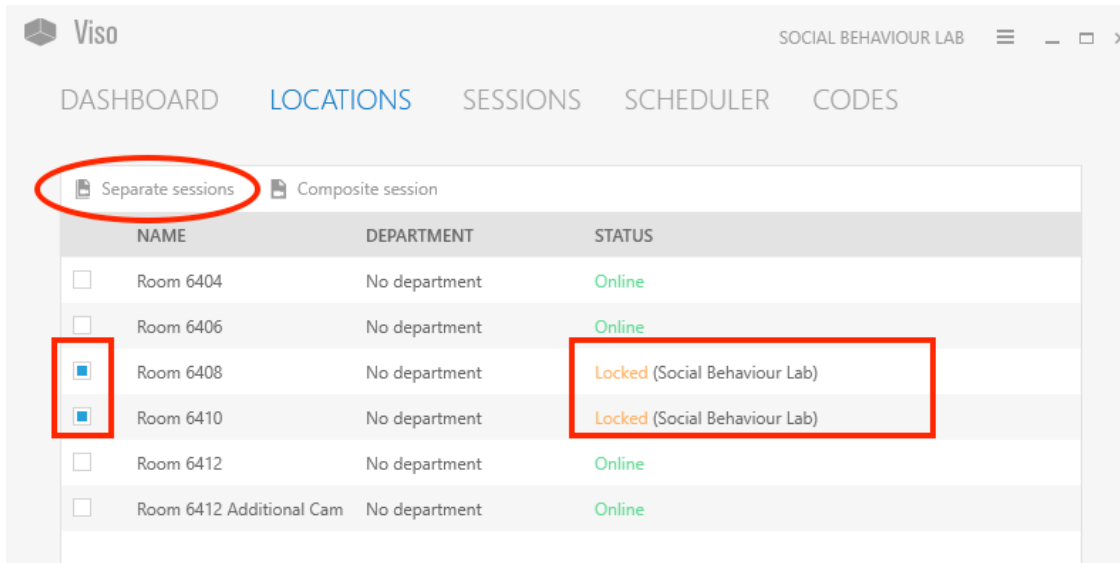
4. Once the round is saved click the “Back” button and go to the Locations tab.



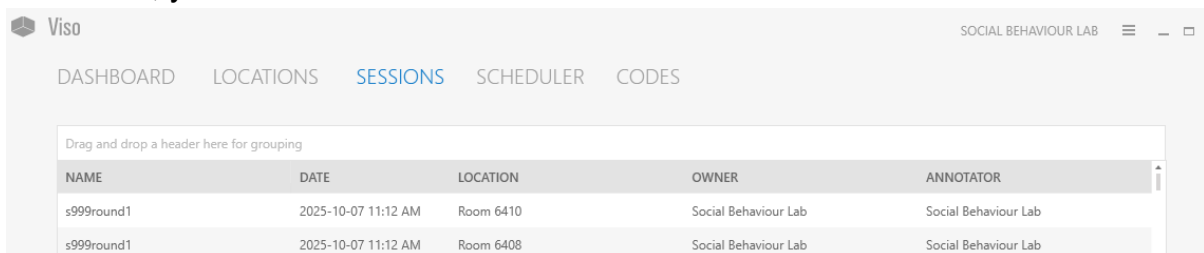
5. Once you have locations open, you should see the cameras in rooms 6408 and 6410.



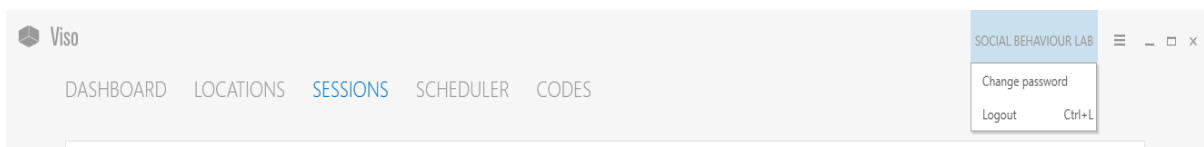
6. Click the boxes next to each of the rooms. This will “lock” the rooms to you. Once they are locked, click the Separate sessions tab to generate separate sessions in the recording.



- Repeat steps 1-6 until all the rounds have finished. Once you have saved the rounds, you will be able to view them in the sessions tab.



- At the end of the conversation portion of the study, log off the Viso system to release the cameras.



# End of Session

## Dismissal

### Experimenter 1 & Experimenter 2

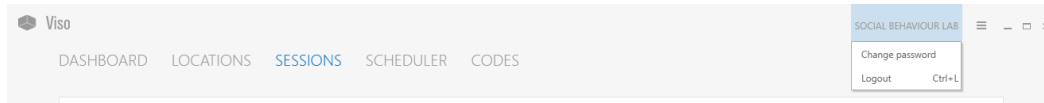
1. Thank each participant as they finish. Let them know that they should see their participation credits on SONA within 24 hours.
2. For each of the experimental rooms, please COPY the '.csv' datafile to the correct folder in the P drive (retain it on the desktop also). The other files do not need to be copied.
  - a. [link to subdirectory]
  - b. On the local harddrive, move all the data files to the subfolder "complete&uploaded"
3. Quit the Psychopy program in the interaction rooms **AFTER EACH SESSION** using 'Alt' + 'F4'
4. Quit all programs using 'Alt' + 'F4' and (if yours is the last session of the day or before a break) and log off the machine.
5. **NO-SHOWS:** If a participant failed to arrive for a session that they were scheduled for, you will need to:
  - a. Mark this on the session list
  - b. Email the SONA ID to [the researcher in charge of SONA credits]



# Shut-down (after the last session of the day)

## Experimenter 1

1. Once all the sessions have finished for the day, please log-out of both Viso and then both machines in 6407.



2. Log any issues that arose on the Session List.
3. Place the session log into the binder at the very back of the files (behind the last divider tab).
4. If paper forms were used, enter these into the Excel file in [data entry location]. Enter each form once. Then re-enter each form in the same file (for verification / checking purposes) place these in the back file pocket. If you used paper PIQs, please email [Researcher in charge] and let them know how many you used so that the paper forms can be replenished.

## Experimenter 1 & Experimenter 2

1. Return the session binder to its shelf for the next session.
2. Log off of all the individual machines in all the rooms, turn off the lights, and be sure that the doors are closed **and locked**.