**Memory & Stories Protocol**

**Before the participant arrives:**

* Email Avital to book the testing room for the appropriate date/time
* Go to the sleep lab early to set up the room
  + Put two clean sheets and a clean pillowcase on the bed
  + Have a blanket handy in case it is cold
  + Set up the laptop and headphones
  + Dim the lights
* Make sure you have clean copies of the LOI and consent forms (and a pen!)

**When the participant arrives:**

* Meet them at reception
* Have them read the LOI, explain the task they’ll be doing today
* Answer any questions
* Have them sign the consent form

**Testing start:**

* Have the participant lay comfortably on the bed.
* Test the volume on the headphones
* Follow the Memory checklist for the story order and questionnaires.

**After testing:**

* Have the participant sign a receipt for $ or for SONA credits
* Clean up the testing setup
  + Put laundry in the hamper
* Login to SONA and give the participant their credits
* Add the participant to the testing tracker
* After 7 participants – or if the hamper is full – email Avital and we will do the laundry

Other issues?

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