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Checklist for tid_psam Experiment

Experimenter: _____

Date: _____

Subject ID (only number!): sub-__

Note any problems that occurred here:

If any problems occur, also state this in the *abnormalities list* by marking the subject ID **red** and briefly also state the problem there.

Before the measurement	
Check whether Lab 3 is booked correctly	
Enter data in the Lab-Book (apart from cap used)	
Check next available subjectID and mark it as taken + Codelist	
Prepare EEG-Set-Up <ul style="list-style-type: none"> • Prepare syringes • Measuring-Tape • Prepare alcohol cotton sticks • Prepare Cap (including EOG) • Prepare hairdryer (NOT the red outlets) 	
Prepare Lab 3 <ul style="list-style-type: none"> • Turn on both PCs and Screens • Open webcam on recording (right) PC • Set up microphone (Input 2) • Turn on the light and the air conditioner in the chamber • Connect Audio-Interface to the presentation (left) PC • Put a towel on the chair • Check for correct sample rate (44100 Hz) and buffer (256) • Check for correct sound output (ADAT1/2) • Set up timing set up (real audio signal in RIGHT channel) • Prepare scripts on the presentation (right) PC <ul style="list-style-type: none"> ○ tid_psam_create_conditions_file.m ○ tid_psam_stimuli_recording_adapted.py (in VS Code) ○ tid_psam_prepare_stimuli.praat ○ tid_psam_select_stimuli.m ○ tid_psam_determine_loudness.m ○ tid_psam_main_experiment.py (in PsychoPy → Run as administrator) • Open BrainVisionRecorder on the recording (right) PC and select the workspace tid_psam_33chan 	
Prepare paperwork <ul style="list-style-type: none"> • Information sheet • Consent sheet • FAL (incl. ID) • NASA-TLX (incl. ID) 	

Preparation for the measurement	
Arrival participant	___ : ___
Turn on light “Bitte nicht stören”	
Show participant the lab, state that we can also see them through the camera	
Talk about the next steps and get consent sheet signed	
Ask participants to remove smartphones and earrings	
Give participants part 1 of the instructions, also repeating it verbally	
Stimuli recording & further preparation	
Place participant in sound chamber and adjust the microphone so that it is ~5cm from the participants’ mouth	
Let the participant practice the vocalizations, correct them if needed	
Run tid_psam_create_conditions_file.m and enter the subjectID (only the number!)	
Run tid_psam_stimuli_recording_adapted.py (in VS Code)	Time: __:__
Run tid_psam_prepare_stimuli.praat (Watch-Out: Enter subject ID WITH one leading zero (if needed))	
Ask the participant to leave the room to fill out the FAL and to wash their hair	
Run tid_psam_select_stimuli.m Check stimuli for quality, changing files if needed	
Prepare EEG Cap & give participants part 2 of the instructions, also repeating it verbally	Size: ___ cm ID: ___ Start: __:___ End __:___ Duration: ___ min
Add used cap in the lab book	
Check impedances and save a screenshot under data/BIDS/sub-XX/eeg, naming it tid_psam_sub-XX_imp_before.png	

During the measurement	
Place participant in sound chamber again and adjust the microphone so that it is ~5cm from the participants' mouth and turn on the amplifiers after unplugging the powerpacks.	
Run tid_psam_determine_loudness.m saying: <i>“Ich werde Ihnen nun die Aufnahmen wiederholt präsentieren. Unser Ziel ist es gemeinsam eine angenehme Lautstärke zu finden. Hören Sie sich die Aufnahme zunächst einmal an und sagen Sie, ob die Lautstärke angenehm ist.”</i> Enter the selected attenuation as the script asks for it	
Close all scripts except for tid_psam_main_experiment.py	
Start BrainVisionRecorder Recording Saving the file as “tid_psam_sub-xx” (Watch-Out: Enter subject ID WITH one leading zero (if needed))	
Run tid_psam_main_experiment.py	Start: __:__ End: __:__ Duration: __ min
After the measurement	
Check impedances and save a screenshot under data/BIDS/sub-XX/eeg, naming it tid_psam_sub-XX_imp_after.png	
Remove the participant from the EEG system, turn off the amplifiers and plug them in	
Place the participant at the table	
NASA-TLX	Start: __:__ End: __:__
Remove EEG Cap & wash hair	
Compensation sheet	
Participants leaves	__ : __

Follow-Up	
Save all files <ul style="list-style-type: none">• Copy the main data (sub-xx folder under /BIDS/) to server• Copy the stimuli data (sub-xx folder under /BIDS/stimuli/) to server• Copy the EEG data to BIDS/sub-xx/eeg	
Remove timing set up	
Clean Lab 3 with disinfectant wipe	
Turn off the light and the air conditioner in the chamber	
Clean EEG Cap (use green bowl to soak it while participants are washing their hair)	
Clean sink, turn lights off	