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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** + add the name to the **codelist**	
Prepare EEG-Set-Up	
Prepare syringes, Measuring-Tape & paper towels	
Prepare alcohol cotton sticks	
Get EOG electrodes (left and right)	
Prepare hairdryer (NOT the red outlets) & towels	
Prepare Lab 3	
Turn on both PCs and screens	
Open webcam on recording (right) PC	
Set up the microphone	
Connect Focusrite interface to the stimulus (left) PC and check whether the microphone is pluged into **channel 2** (right channel)	
Turn the big light off and the small light on and turn on the air conditioner in the chamber	
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) and **check** whether it works	
Open BrainVisionRecorder on the recording (right) PC and select the workspace **tid_psam_33chan**	
Run tid_psam_create_conditions_file.m **(**Enter the ID (only the number!))	

Get a glas of water	
Prepare paperwork • Information sheet • Consent sheet • FAL (incl. ID) • NASA-TLX (incl. ID) • SAM (incl. ID & Pause) (print **7** times!)	
Preparation for the measurement	
Participant arrives	___ : ___
Turn on light "Bitte nicht stören"	
Show participant the lab, state that we can also see them throught the **camera**	
Talk about the next steps and get **consent sheet signed**	
Ask participants to remove smartphones and earrings	
Ask the participant to fill out the **FAL** and to **wash their hair** and go to the **toilet**	
Prepare EEG Cap + Give the instructions to the participant	Size: ____ cm ID: ____ Start: __:__ End __:__ Duration: ___ min
Add used cap in the lab book	
During the measurement	
Place participant in sound chamber and adjust the microphone so that it is **~5cm from the participants' mouth** and turn on the amplifiers after unplugging the powerpacks.	
Check impedances and correct electrodes if needed	
Repeated the instructions to the participant	
Let the participant practice the vocalizations, correct them if needed and ask if their any questions	
Run tid_psam_stimuli_recording_adapted.py (in VS Code) (Enter the ID (only the number)!)	Time: __:__

Run tid_psam_prepare_stimuli.praat (Enter the ID (only the number with **one leading zero**, if needed)!)	
Run tid_psam_select_stimuli.m Check stimuli for quality, changing files if needed	
Run tid_psam_determine_loudness.m saying: *"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."* Enter the selected **attenuation** as the script asks for it	
Check impedances (including reference and ground) and save a screenshot under data/BIDS/sub-XX/eeg, naming them • **tid_psam_sub-XX_imp_ before.png** • **tid_psam_sub-XX_imp_ before _ref.png** • **tid_psam_sub-XX_imp_before_grd.png**	
Close all scripts **except** for **tid_psam_main_experiment.py**	
Start BrainVisionRecorder Recording **Saving the file as "tid_psam_sub-*xx*"** (Enter the ID (only the number with **one leading zero**, if needed)!)	
Run tid_psam_main_experiment.py	Start: __:__ End: __:__ Duration: ___ min
Give water and SAM during break 1	Start: __:__ End: __:__ Duration: ___ min
Give water and SAM during break 2	Start: __:__ End: __:__ Duration: ___ min
Give water and SAM during break 3	Start: __:__ End: __:__ Duration: ___ min
Give water and SAM during break 4	Start: __:__ End: __:__ Duration: ___ min
Give water and SAM during break 5	Start: __:__ End: __:__ Duration: ___ min

Give water and SAM during break 6	Start: __:__ End: __:__ Duration: ___ min
Give water and SAM during break 7	Start: __:__ End: __:__ Duration: ___ min
After the measurement	
Check impedances (including reference and ground) and save a screenshot under data/BIDS/sub-XX/eeg, naming them • **tid_psam_sub-XX_imp_after.png** • **tid_psam_sub-XX_imp_after_ref.png** • **tid_psam_sub-XX_imp_after_grd.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 the EEG Cap & let participant wash his/her hair	
Compensation sheet	
Participants leaves	___ : ___
Following the measurement	
Save all files • 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 the EEG Cap (use green bowl to soak it while participant is washing his/her hair) and clean the sink	