

Quick reference guide:

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Before the participant arrives:

1. Get the key to the lab.
2. Turn on the lights.
3. Turn on the computers (power switch for the computers located at the back corner of the room).
4. Turn on actiview on stimulus acquisition computer.
5. Start the experiment on the experiment computer.
6. Check battery, always use a fully charged battery (one battery should always be charging).
7. Prepare the things you need for measuring EEG.
 - EEG electrodes
 - EOG electrodes
 - CMS and DRL electrodes
 - Electrode caps in various sizes
 - New gel syringe
 - Electrode gel
 - EOG stickers
 - Scissors
 - Cleaning tonic for the skin
 - Salt
 - Plastic tub
 - Scissors
 - Towel and shampoo
8. Prepare as much as you can before the subject arrives.

Preparation of participant:

1. Talk to participant, if participant has participated in EEG experiment before, roughly explain what you are going to do. If participant has never participated in EEG experiment, explain extensively what he/she will have to do. Always talk to the participant while you are applying gel and electrodes and tell the participant what you are doing. Interact with the participant, make them feel comfortable
2. Get the participant to go to the toilet before anything starts.
3. If the participants skin is very oily or has makeup clean it softly with the cleaning tonic and tissues (the locations were the EOG electrodes are being placed).
4. Measure the head circumference and find correct EEG cap.
5. Place the EOG electrodes (see figure 5):
 - EXG1: 2cm above the right eye (aligned to center of eye)
 - EXG2: 2cm below the right eye (aligned to center of eye)
 - EXG3: 1cm right of the right eye (aligned to center of eye)
 - EXG4: 1cm left of the left eye (aligned to center of eye)
 - EXG5: On right mastoid behind right ear (reference)
 - EXG6: On left mastoid behind left ear (reference)
6. Place EEG cap (make sure its placed correctly and that the label is outside of the cap).
7. Fill electrode holders with gel 3/4 full.
8. Attach the electrodes to the EEG cap, one bundle at a time (also attach the CMS and DRL).
9. Put participant in the faraday cage.
10. Check that the subject is sitting at the correct distance (~75cm from screen).
11. Attach the electrode bundles to the BiosemiAD converter (CSM within range).
12. Check that the incoming data is of sufficient quality.
13. Tell the participant to try to limit his/her eye-blinking.

Start of experiment:

1. Close the faraday cage.
2. Turn of lights in the faraday cage.
3. Start the EEG data collection in actiview (make sure that it is saving data).
4. Start the experiment.
5. Check that there are incoming port codes in actiview during the experiment (**IMPORTANT**).
6. If you are measuring separate blocks, make sure that you stop and start the EEG collection after and before each block.

End of experiment:

1. Stop all data collection on the computers.
2. Turn on light in the faraday cage.
3. Turn of the BiosemiAD converter.
4. Unplug the electrode(s)(bundles) from the BiosemiAD converter.
5. Carefully take out all the electrodes from the cap (easiest if participant is still wearing the cap).
6. Remove the EEG cap.
7. Remove the EOG electrodes.
8. Give participant a towel and show him/her where to clean his/her hair.
9. Start cleaning the electrodes and the EEG cap.
10. When participant is done with cleaning up, get participant to sign/fill in payment forms.
11. Thank participant and show him/her to the exit if necessary.
12. Continue cleaning the electrodes and EEG cap.
13. Backup data (**IMPORTANT**).
14. Make sure everything is cleaned and that the lab is ready for the next user.

Your goal in life is to leave the lab tidier than it was when you came in!

15. Turn of the computers (power switch for the computers located at the back corner of the room).
16. Turn of all the lights (including the faraday cage lights).
17. Lock the room before you leave.
18. Return the key.