# Checklist for Running Lab Experiments

**Prior to running a batch of sessions (you should arrive ~15 minutes prior to first session):**

- Use the lab key from the key box to open 184 and the reserved running room
- Return the lab key to the key box and scramble the numbers
- Make sure you have copies of all paper documents (e.g., blank consent forms)
- Check Sona to get the list of subjects
- Get pens and any other materials from PRCE 184

**Prior to each session:**

- Put out all paper documents (e.g., consent forms) and pens at each computer/booth
- Start the experiment program on each computer and enter subject information
- At the session start time, go to the waiting room () and call subjects’ names and the Sona #
- Have each subject say their full name to you to ensure you are collecting the correct people

**During each session:**

- Close the door
- Subject must not have food or drink. Make them get rid of any before entering the room
- Subjects must turn off and put away their cell phones
- Subjects must read the consent form, print their name, sign, and date the form
- You must then collect the consent forms and record subjects’ names on the subject log
- You must also sign (Researcher’s Signature) and date each form
- Give clear instructions and check for understanding (“Do you have any questions?”)
- Monitor all subjects while they complete the experiment
- Note any unusual or disruptive behavior on the subject log

**At the end of each session:**

- Give subjects a debriefing form (if it is the last experiment session)
- Quit the computer program and make sure the data saved
- Assign credits in Sona

**At the end of a batch of sessions:**

- Collect and organize all paperwork and put it away in the appropriate folders in PRCE 184
**Checklist for Running Lab Experiments**

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Collect all the pens and return them to PRCE 184</td>
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<tr>
<td>Clean the computers</td>
</tr>
<tr>
<td>Turn the room lights off, close the door, and make sure the door is locked and key box scrambled</td>
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<tr>
<td>Report any issues or mistakes immediately</td>
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