

EEG Study — Participant Pre-Visit Instructions

Email version (send when a session is booked)

Paste this into the booking confirmation. Replace everything in [square brackets].

Subject: Your EEG study session on [day, date] at [time] — how to prepare

Hi [first name],

Thank you for signing up for our study. Your session is booked for **[day, date] at [time]** in **[building, room number]**. It will take about **[total time]**. You'll receive **[compensation]** for taking part.

What happens in the session. We'll place a soft fabric cap on your head that records your brain's natural electrical activity (EEG). It's painless and safe — nothing is sent into your body. We also put a small sensor ring on one finger. Then you'll [complete some tasks on a computer and interact with a robot]. You can take a break or stop at any time.

Please do these things to help us get good recordings:

- **Wash your hair the night before or the morning of the session, and let it dry fully.** Please don't use conditioner, oil, gel, hairspray, or other styling products that day. Products stop the sensors from making good contact.
- **Skip caffeine (coffee, tea, energy drinks, cola) for [3] hours before the session.** Caffeine changes the brain signals we measure.
- **Try to get a normal night's sleep.** Tiredness shows up in the recording.
- **Eat a normal meal beforehand** so you're comfortable during the session.

About your hair. We use a small amount of water-based gel under each sensor. It washes out easily with shampoo, but your hair will have gel in it when you leave. If you wear braids, twists, locs, or another protective style, you're very welcome to take part — just let us know when you reply, so we can plan extra time. Loose or unbound hair is easiest if that suits you.

Please bring:

- Glasses, if you normally wear them (we'll ask you not to wear contacts only if [fill in, or delete this line])
- A hair tie or a hat for afterward, if you'd like one

We'll ask you to switch your phone off during the session and keep it across the room.

Getting here: [directions, parking, entrance, who will meet you]

Can't make it or have questions? Reply to this email or contact [researcher name] at [email / phone]. Please let us know as early as you can if you need to reschedule.

Thank you — we look forward to meeting you.

[Researcher name]

[Lab name, McMaster University]

[MREB project number: fill in]

Handout version (print, or attach to the email)

Your EEG session at a glance

When	[day, date, time]
Where	[building, room]
How long	About [total time]
Contact	[researcher name, email / phone]

Before you come

- ☐ Hair washed and fully dry, with **no products** (no conditioner, oil, gel, or spray)
- ☐ **No caffeine** for [3] hours before
- ☐ A normal night's sleep and a normal meal
- ☐ Glasses, if you wear them
- ☐ A hair tie or hat for afterward (optional)

Common questions

Does it hurt? No. The cap only listens to the tiny electrical signals your brain already makes. Nothing is sent into your body.

What is the gel? A water-based gel that helps the sensors pick up signals. It's safe for skin and washes out with shampoo. Tell us beforehand if you have a skin allergy.

I wear braids, twists, locs, or another protective style. Can I take part? Yes. Please tell us in advance so we can allow extra time and work with you on what's comfortable.

Can I stop? Yes, at any time and for any reason, without losing your compensation [confirm with the approved protocol].

What happens to my data? It's stored securely under a code number, not your name. [One line on retention, as approved by the ethics board.]

Who approved this study? The McMaster Research Ethics Board, project [number]. For questions about your rights as a participant, contact [MREB contact details].

Notes for researchers (delete before sending)

Send the booking email right away, then the reminder below the day before.

- **Get MREB approval for this wording.** Participant-facing text usually has to be submitted with the ethics application. Don't send it until approved.
- **Don't reveal the study's hypothesis or any staged element.** Describe tasks neutrally (e.g., "interact with a robot"). Anything about a trust violation or scripted robot behavior belongs in the debrief only.
- **Log hair replies.** If someone mentions a protective style, add extra capping time to the booking and note it on the session log.
- **Match the caffeine window** to the analysis plan, and use the same number everywhere.

Reminder email (day before)

Subject: Reminder: your EEG session tomorrow at [time]

Hi [first name],

A quick reminder that your session is tomorrow, **[day, date] at [time]**, in **[building, room]**.

To help us get good recordings, please come with clean, dry hair and no styling products, and skip caffeine for [3] hours beforehand.

If you can't make it, please reply as soon as possible so we can reschedule.

See you tomorrow,

[Researcher name]