

CHECKLIST FOR _____ MEG-STUDY

Participant ID: _____ date: ____/____/20____

Researchers: _____

Before participant arrives:

- Remove metal objects from pockets, belts etc.
- Check trigger switch
 - Turn to Windows PC (Presentation), if needed
- Turn on computers and screens
 - Data acquisition computer (meguser – PW: !Meg2015 , or own account)
 - Presentation computer (stim – PW: stim)
- Turn on light in the MSR (at full)
- Tech cabinet:
 - If off, turn on power
 - Audio amps power off
- Subject monitor working, correct zoom
- Comm connected (press 11)
- Turn on ROTEL
 - Press PC-USB button
 - Plug in headphone
 - Set volume at **60**
 - Check that Speaker A and Speaker B are on**
(there's a blue light on above each if they are)
- Open correct Presentation experiment (_____)
- Check stimulation cables
 - Response pad (4-button)
- Check trigger cables
- Position of gantry (68), change if needed (make sure the green light is on)
- Open data acquisition
 - Open _____ project
 - Load settings (if you have them)
 - Change EOG settings for to higher value
 - Click on Scales at the bottom of the window
 - EOG should be raised to 250
 - Add new participant
 - Subject type: **patient**

- Last name: Project ID
- First name: Participant ID
- Date of birth: [date of recording]



- Check sensors, heat/tune if needed
 - Bad channels _____
 - Heated channels _____
 - Flat channels _____
- Record empty room – 3 minutes
 - Save data
 - *This can be done after the measurement as well*
- Polhemus on
 - Move chair away from metal
 - Attach the transmitter to the chair
- Prepare/Check equipment for participant preparation

<input type="checkbox"/> HPI coils <input type="checkbox"/> HPI coil tape (6 pieces – for 5 coils plus to attach to shoulder) <input type="checkbox"/> EOG electrodes (3 / 5)	<input type="checkbox"/> Donut tape <input type="checkbox"/> Electrolyte gel in syringe <input type="checkbox"/> Scissors <input type="checkbox"/> White tape	<input type="checkbox"/> Mesoft pads to clean skin <input type="checkbox"/> Disinfectant <input type="checkbox"/> Mints
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When participant arrives:

- Put experiment running sign on (Varratu switch)
- Introduce the MSR and MEG
- Explain experiment and get informed consent
- Ask to remove all magnetic items and clothes with metal
- Ask participant to sit in the MSR and check for artifacts
- (If everything OK), Get participant out from MSR and start preparation
- Attach HPI coils, EOGs and ground electrode
- If unplugged, plug in hairband transmitter
- Put hairband transmitter on participant head
 - Preferably in front of their ears, not behind, so as not to cover the HPI coils there
 - Ask them not to talk once the band is on – it could move from the jaw movement
- Open digitization window in data acquisition, press coordinate frame alignment
 - Digitize cardinal points
 - Repeat if difference between |LPA| and |RPA| is more than 3 mm
 - Digitize HPI coils
 - Digitize head shape
 - Double-check HPI coils
 - Repeat if difference is bigger than 5 mms
 - Save preparation
- Take off the hairband transmitter
- Invite participant to MSR and give instructions

When participant is in scanner:

- Ask if everything ok and ask to sit still
- Attach HPI and EOGs to scanner
 - EOGs → EOG1 – horizontal pair ↔ , EOG2 – vertical pair ↕
- Visual: distance of the screen from participant (100 cm)
- Instruct participant about resting state measurement
- Close the door
- Press GO in the acquisition program
 - Measure initial head position
 - Make note in Procedure sheet
 - Check all channels
- Measure eyes open and eyes closed (3 min each)
 - Save data – [participantID]_resting_open _open
 - [participantID]_resting_closed _closed
- Check everything's Ok
- Instruct participant about the experiment again
- Start experiment

- Check that experiment is running properly and take notes
 - Save data
 - Note down the name of the file in the Experimental Procedure sheet
- Prepare gift/reward

After experiment:

- Lower the chair, and unplug the HPI/EOG wires from the scanner in the MSR
- Outside the MSR detach the HPI coils and EOG electrodes from participant
- Make sure participant has all their belongings
- Mark bad channels and notes in the log book
- Copy data to server **DONE / NOT**
- Copy Presentation log files **DONE / NOT**
- Unplug all cables and put them in the cabinets
- Clean the equipment and rooms

ANY OTHER NOTES
