

## Department of Chinese and Bilingual Studies

### Speech and Language Sciences Laboratory User Guide

The SLS Lab is intended to be used by faculty members, researchers and students of CBS to carry out linguistics experiments. In this document, you will find the general rules and guidelines for using the lab. Should you have any enquiries or suggestions, please contact the lab manager.

Location: QR602 & FG703 (Annex)

Tel: 3400 8547 (QR)/ 7916 (FG)

#### Important Notes:

##### A. Lab introduction

New users of the lab are required to follow these steps to acquire access rights to the lab:

- Fill in an online application form.
- Set up an appointment with the lab manager for lab introduction. The lab manager will introduce the equipment and rules of the lab to you.
- Run several trials with experienced researchers from your supervisor's team. For EEG experiments, at least three trials are required.
- Card access will be granted at the discretion of lab manager, taking into account your familiarity with the lab rules, equipment, and experiment procedures.
- Users who do not comply with these criteria will not be allowed to use the SLS lab.

##### B. Handle equipment with care

- Take good care of all the furniture, hardware and cables.
- Users are responsible for any damage to the hardware or software.

##### C. Keep the lab clean & tidy

##### D. Take good care of your participants

Bear in mind that your participants normally know nothing about linguistics experiments, so:

- Before setting up the EEG or starting any other experiments, explain the procedures clearly and have you participant(s) sign the consent form.
- Ensure that your participants feel comfortable throughout the experiment.

##### E. Violation of lab rules

- A warning will be given for violating any lab rules.
- For serious cases, your supervisor and the lab coordinator will be informed, and your access to the lab could be terminated.

## Access

- The lab is open for authorized users from 8am - 10pm every day.
- Follow the 3 steps to obtain you card access to the lab.
- Advise the lab manager before your first visit to the lab.
- Do not bring unauthorized visitors to the lab (e.g. friends, classmates, families) The lab is not a venue for hangout or discussing your assignments.
- Do not lend your PolyU card to anyone.

## Training

- The lab manager will give you a general introduction to the lab equipment and rules when you apply for card access.
- All new users should run at least three trials of the experiment with an experienced experimenter.
- If there is no experienced experimenter from your supervisor's research team, you need to run the three trials with your advisor or the lab manager.
- If you start a new type of experiment, you are advised to run three trials as well.

## Booking

- Use the online booking system to reserve experiment sessions (including trial sessions, set-up and processing data; <https://speechlabs.skedda.com>).
- Make bookings under your supervisor's name/ account.
- Make sure you reserve sufficient time for your experiment, and avoid over-run.
- Release the time slot if you cancel your experiment.
- Do not book late night or weekend time slots to run any experiment if you have not been granted card access.

## Storage

- Store your belongings in the closet, do not hold up spaces by leaving your belongings on the desks or chairs.
- Make sure you collect all your belongings with you when you leave the lab (USB, portable hard drives, mobile phones, PolyU card, etc.)

## Hygiene

- Keep the lab clean & tidy at all times.
- Do not eat or drink inside the soundproof booths.
- Clean up after setting up for EEG or tDCS experiments.
- Restore all equipment to its original state and position after use each time.
- Remove gel marks, shampoo stains and hair after each experiment sessions.
- The last person who leaves the lab should turn on the dehumidifiers at night.
- Prepare and clean the EEG caps properly.

## Noise

- Discussion is allowed but in moderate volume. Bear in mind that other users are conducting experiments or working on their data.

## Computers & Equipment

- Use the computers corresponding to the booth that you have reserved.
- The two PC workstations outside the booth (SLS-2 and SLS-4) are designated for designing experiments and processing data; they do not have to be reserved through the online booking system.
- Do not take away any software dongles or equipment from the lab
- Do not download any software without the lab manager's approval, all unauthorized software will be deleted.
- Do not change the language of any computers (the official language of PolyU is English).
- Switch off the computers before leaving the lab.
- Consumables, such as paper cups and disinfectant, should be purchased through project funding.

## Lab visit & teaching

- For lab visits and teaching demos of groups involving 5 persons or more, please reserve all the three lab booths in advance, and mark it clearly on the booking system.

## Emergency & technical support

- In case of any emergency incidents, call the security at 2766 7666 or Facilities and Management Office at 2766 7777.
- For technical support, please contact the lab manager.