

Rules for the experimental booths, 2nd floor on 29 rue d'Ulm.

The setup comprises booths 1 (large) and 2 (large, eye-tracker), 3 (very small), 4 (electromagnetic shielding).

1) Access: To check the schedule of reservations go to <http://www.iec-salles.ens.fr/login.php>. Only PIs, post-docs, and PhD students are allowed to make reservations. To obtain permission to use the experimental setup, and access to the reservation page, send an email to Sofiane sofiane.habri@ens.fr and Isabelle isabelle.sophie.brunet@ens.fr with a copy to the PI that supervises you. In the email indicate your name, your status (e.g. PhD student, post-doctoral fellow, etc.), your lab, and the name of your PI.

Master students use their PI's account, but nevertheless have to send an email to the lab manager (Isabelle Brunet by interim) to introduce themselves and name their PI.

2) Slots: You may reserve up to a total of 16 hours, freely spread over time, in slots of 30'. Once a slot has been used you may make a new reservation within the limit of 16 hours. If you need a longer time consult with Isabelle or Sofiane. You may NOT request slots on behalf of another experimenter (e.g. to overcome the 16 hour limit).

3) Access hours: The booths are accessible from 8:00 to 20:00 on weekdays, 8:00 to 17:00 on Saturdays. To use them on a Saturday you must fill in the form "travailler en jours et heures décalés" available on the ENS web site, AND you must provide a letter from the lab director certifying that you are allowed to experiment on Saturday. The experiment MUST be finished by 19:30 (16:30 on a Saturday) and the key returned before 20:00 (17:00 on a Saturday). No experiments on Sunday or holidays.

Beware: the doors to the building shut at 20:00 (17:00 on Saturday).

4) Keys. Ask for the key at the front desk of the building. You will need to leave your ENS card (or identity card) and sign the register, indicating your name, the booth number, date and time. You must return the key *immediately* after the experiment, sign the register indicating the time, and reclaim your ID.

If there is no one at the front desk of 29 rue d'Ulm you must go to 45 rue d'Ulm. Keys, cards, and register are transferred between 29 and 45.

If an experimenter is waiting for the booth, you may give them the key in exchange for their ENS card or ID, which you take to the front desk to reclaim your ID. Remember to fill in the register and sign in their place.

5) The booth log. For each experimental session you must fill in the booth log, indicating your name, arrival and departure times, a short description of what you did, a precise description of any changes made to the setup, and any remarks (something missing? broken?). Put an entry in the log each time you access the booth, even just to pick up data or verify the setup.

6) Etiquette. You are expected to behave in a professional and courteous manner with the subject, your fellow experimenters, and staff. Human experimentation is governed by strict rules that should have been explained to you by your supervisor. To avoid disrupting other experiments, do not talk in a loud voice, bang doors, etc. Tidy up the booth, restore the setup to its standard configuration, put away equipment, etc. If something is amiss, please indicate it in the log.