EXEC: the Centre for Experimental Economics at the University of York

Information for members of EXEC and users of the EXEC laboratory

General

Welcome. This document gives you an overview of the facilities available at EXEC and how you can use them. EXEC has its own website where you can find lots of relevant information.

hroot

This is the Hamburg registration and organization online tool, written and copyrighted by the University of Hamburg. It is loaded here and all EXEC members should register on it. Through *hroot* you can register experimental sessions and send out invitations. If you are not familiar with it you can go to the *hroot* site, from which you can download a manual. There will be a copy in the EXEC laboratory. Please make sure that you close all sessions on *hroot* when you have run all the sessions for a particular experiment. We should send out recruitment messages for *hroot* every now and again.

EXEC laboratory

This has 32 clients and a server, the latter in a control room at the back of the lab. The lab is physically located on the 2nd floor of the ARRC building; the EXEC website gives details. You will need a swipe card to gain access. You will need to book the laboratory both for running experiments and testing the software. We have to share the lab with other people and occasionally it is very heavily booked. To find the state of current bookings go to the ARRC website and look for "Check current room bookings" under "Computer Training Room/EXEC Lab". On the same page "...there is a facility for booking rooms within the ARRC building. More details here". Do make sure that you book the lab well in advance.

You should tell Mark Wilson well in advance the software setup that you will need for your experiments. He will load that, and only that. We plan to have Z-tree, Visual Basic, Visual Studio and Python in addition to all the usual Office stuff plus Internet servers.

The screens in the lab may be down if the previous users did not want them. You will almost certainly need them. We should warn you that they take quite a time, and lots of effort, to put them up. Leave them up when you leave. Please leave the lab and the control room tidy: anything left around will probably be destroyed.

The EXEC server

All EXEC members their own area with username (*firstname.lastname*) and a password (initially the same as the username but you should change it) on the server. We recommended that you construct separate directories within the area of one of the people on each project for each project, and give the other people on the project rights to access the project areas. You will be responsible for managing your own areas.

Cash

If you need cash for paying your subjects, you can get this from the [Cash Office](#), which is physically located in the Market Place. You should contact them well in advance of the experiment, telling them how much you want and in what denominations. The money will have to be in some University account; if you are transferring it from outside York, you should contact [Vim McDermott](#), the Departmental Resource Manager well in advance.

Receipts

You should keep standard receipts for all experiments that you run. These can be found on the EXEC website. You are responsible for keeping your accounts.

Checklist

When carrying out an experiment you should take the following steps:

1. Make sure that your experiment conforms with the *Ethical Statement* of **EXEC**, which you can find on the [EXEC website](#).
2. Get your experiment approved by the Director of **EXEC**.
3. No deception of subjects will be tolerated.
4. Get the instructions approved by the Director of **EXEC**, both printed versions and versions you plan to run on the PCs using PowerPoint.
5. Make an appointment with [Mark Wilson](#) to make sure that he will load exactly what you want in the experiment on the PCs in the laboratory.
6. Book the laboratory at the [ARRC site](#) both for the actual experiment and for testing the software in the laboratory.

7. It may be useful to also book Focus Room 2 (the first on the right when you enter the corridor); this is a good place to pay subjects at the end of the experiment.
8. Register the experiment on *hroot*.
9. Test the experiment in the laboratory.
10. Make sure that all the data that you want is being recorded (preferably on the server).
11. Some three or four days before the experiment, send out invitations using *hroot*.
12. Several days before the experiment warn the Cash Office as to how much cash you are going to need and in which denominations.
13. A couple of days before the experiment go to the cash office and get the necessary cash in the appropriate denominations.
14. Print out any instructions you need.
15. Print out enough receipts. These should later be given to Vin McDermott (plus a summary) if you have used any money that goes through University channels. You should also give her any residual money you took from the Cash Office but did not use.
16. Print out from *hroot* the lists of names of the subjects who are registered for each session.
17. On the day of the experiment, go to the laboratory early and check that everything is set up; you may need to put up the screens; this takes time.
18. Subjects can no longer wait inside the corridor; they have to gather outside the door to the corridor. Put up the welcome sign and go and greet them as they arrive.
19. Make sure that the subjects are treated with respect and that they observe the rules that you have laid down.
20. When the session starts, tell *hroot* which subjects registered for the experiment have turned up and participated.
21. When the experiment is finished pay the subjects in cash (preferably in Focus Room 2) and make sure that each signs a receipt for the money that they have received.
22. Refer any problems to the Director of EXEC.
23. When the session is over, make sure that you leave the laboratory clean and tidy.
24. When the session is over, back up your data from the server.
25. When all sessions are completed tell *hroot* that the experiment is over.
26. When all sessions are over give the receipts and any residual money to Vin McDermott.
27. Write up and publish your results, giving due credit to EXEC.

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