**Template for *hroot* confirmations**

Again we suggest copying and pasting this. Do not change anything after a #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear #firstname #lastname.

#if\_single\_session

This is to confirm that you are registered as a participant in an experiment on

#date #time - #until.

#end\_single\_session.

The zoom link is

<https://york-ac-uk.zoom.com.cn/j/95603721143?pwd=NzVKK3BId25nY0lSaWFpMDl1d3BZZz09> (you will need to change this, once you have set up your Zoom meeting).

The time that you will be in the virtual laboratory and on Zoom will be [fill in the time you think that the experiment will last.] Before the experiment, please take few minutes to watch these two videos which will guide you on how to connect to our virtual lab (https://drive.google.com/file/d/1McRkDPDSE1XaAAJaMvlspz-J3XBgONzU/view?usp=sharing) and how to switch between the lab and the zoom meeting (https://drive.google.com/file/d/1YuKBt\_C3mvaMRE4GLRekeSSDf5EWf27E/view?usp=sharing).

**Prerequisites – which you should think about and, if necessary, act on, before the experiment**

**Receiving payment for your participation.**

The Finance Department will pay you with a bank transfer. To do this, they need to know your bank details. If you have not told them already, you should go to <https://www.york.ac.uk/students/finance/bank-details/> and fill in your details.

**VDS**

The virtual desktop has the same look and feel as a managed University PC, and through VDS, you can access our virtual lab. If you never used VDS before, please have a look at https://www.york.ac.uk/it-services/services/vds/. We will, if necessary, guide you through the steps in Zoom.

**Zoom**

The communication between us and you will be facilitated by Zoom. This will enable you to ask questions, and for us to check that it is you (not your grandmother) participating in the experiment. Note that you should keep your camera open during the experiment. We will send you a Zoom invitation just before the experiment.

**Duo**

https://www.york.ac.uk/it-services/services/duo/

This provides an additional layer of security when you log on to IT systems from any device (eg laptop, desktop, phone, tablet). You probably have already registered on Duo, as doing so is required by the University. If you have not yet done so, please register before the experiment. This is important for your participation.

If you have any queries, or if you find that you cannot attend at your chosen time, please tell us soon as possible at [fill in the name of the organiser].

If you register and do not turn up without warning us, we will remove your name from our Register and you will not receive any further invitations. So please come.

Please check that your email address registered on *hroot* finishes with *@york.ac.uk*,and that it starts with your username. The IT Department will not allow non-York users to use the online system for security reasons.

We look forward to your participation.

[fill in the names of the organisers]