*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are written* *in* ***[square brackets in bold italics]*** *and should be deleted. Instructions that are* *in* ***[square brackets, bold italics, and are blue]*** *need to be replaced with details specific to the study and changed to* black, un-bolded, un-italicized*, and removed from square brackets before uploading the material to the research ethics application.****Please also delete this instructional paragraph.***

**\*\*Please review the Guide to Creating an Information Letter and Consent Form for additional details\*\***

**Project Title: *[insert title]***

**Student Investigator: *[insert name, University of Waterloo email address]***

**Faculty Supervisor: *[insert name, 519-888-4567 ext. [insert ext.], University of Waterloo email address]***

This letter explains what the study is about, possible risks and benefits, and your rights as a research participant. You may print/save a copy for your records. If you do not understand something in the letter, please ask one of the investigators before consenting to participate.

**Project Summary:**

This project is aimed at the design of multi-user, large screen computer interfaces such as digital tabletop and wall displays. To develop effective interfaces for this technology, we need to understand what types of collaborative interactions these systems support. This project focuses on understanding collaborative task and group interaction behaviour patterns on different types of tabletop workspaces. Through observation of individuals performing collaborative tabletop activities the researchers hope to further understand common patterns of use related to tabletop space and task resources during collaboration. The information gathered in this study will be used to develop tabletop computer interfaces that support natural collaborative behaviour.

**Procedures:**

Your participation in this study is voluntary. Participation involves performing several social planning and layout activities at digital tabletop workspaces over two sessions held on successive days. You will complete these activities with a partner. A description of each activity follows.

Session 1 (to be completed today): You will receive an introduction to the experiment and the digital tabletop system and then you will be asked to:

* Take part in a brief training session with the digital tabletop interface.
* Take part in a collaborative tabletop activity a partner. In the activity you will either create a photo story using photos from a popular movie or television show or produce a travel itinerary based on supplied tourist attraction pamphlets from a given Canadian city.
* Complete the same type of collaborative activity, using new materials and a different tabletop interface configuration.
* Schedule your next session.

In Session 2 (to be completed at a later date): You will return with the same partner. In this session you will be asked to:

* Complete a brief refresher session with the digital tabletop interface.
* Complete the alternative collaborative tabletop activity listed above with your partner (e.g., travel planning if you completed the photo story task in Session 1, or vice versa).
* Complete the alternative collaborative activity again, using new material and a different tabletop interface configuration.
* Participate, with your partner, in a short interview with the experimenter related to the collaborative activities you performed in these two sessions.

Each session will take about 1 hour.

During each session, a researcher will observe and take notes regarding your interactions with the activity resources and the tabletop, as well as your interactions with your partner in the sessions. Your computer-based interactions will also be captured and stored in a computer log file. You will also be videorecorded, and any task materials produced during the session will remain with the researcher. You may decline to respond to questions if you wish. You may withdraw your participation at any time without penalty by notifying the researchers. If you wish to withdraw your study data after participating, please contact the researchers. You can request your data be removed from the study up until ***[insert date]*** as it is not possible to withdraw your data once papers and publications have been submitted to publishers.

**Confidentiality and Data Security:**

Your identity will be confidential. Your name will not appear in any publication resulting from this study; however, with your permission anonymous quotations may be used. In these cases participants will be referred to as Participant 1, Participant 2, … (or P1, P2, …) or collectively as a group (Group A, B,…). Data collected during this study will be retained for at least ***[insert time period]***. Electronic data will not include personal identifying information such as names.

You will be explicitly asked for consent for the use of photo/video/audio data, captured from the video recordings, for the purpose of reporting the study’s findings. If consent is granted, these data will be used only for the purposes associated with teaching, scientific presentations, publications, and/or sharing with other researchers and you will not be identified by name.

***[If data may be shared in an online repository, please see the ICL guide for details about what information and language to include]****.*

**Remuneration: *[Please see the ICL guide for details and language to include for different types of remuneration e.g., for draws, pro-rating, etc.]***

You will receive remuneration for your participation in this study, for a total of $***[insert amount]***. The amount received is taxable. It is your responsibility to report this amount for income tax purposes. If you choose to withdraw your participation from the study prior to study completion, you will be remunerated at the following rates:

**Session Hourly Rate Remuneration for1 hour of participation**

Session 1 $5/hour $5

Session 2 $15/hour $15

**Expected Total Remuneration** $20

**Risks and Benefits:**

There are no known or anticipated risks from participation in this study. There are no direct benefits to you from participation. However, the results of this research may contribute the development of digital tabletop workspaces.

**Research Ethics Clearance:**

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board (REB ***[####] [Replace#### with the file number that is listed at the top of your ethics application]***). If you have questions for the Board, contact the Office of Research Ethics, toll-free at 1-833-643-2379 (Canada and USA), 1-519-888-4440, or [reb@uwaterloo.ca](mailto:reb@uwaterloo.ca).

For all other questions regarding this project please contact the researchers listed above. Thank you for your interest in this project.

***[Please check that all relevant study details are included, changes are made to the document to accurately describe the study and procedures, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***