Instructions for your Journey to the Auditory Perception and Modeling Lab (For Multi-day Participants)

- **Step 1: Contacting Dr. Matthew Goupell for your interest in doing a study**
  - If you are interested in doing a research study at the University of Maryland, you can contact Dr. Goupell (email: goupell@umd.edu).
  - Let us know the dates you would prefer to test as well as your mode of transportation to the campus (Plane/car/train).
  - Give us some of your basic information (Name, Age, if you are a Bilateral/Unilateral CI user, implant type, and address etc.).
  - We will send out a more descriptive questionnaire following your email.
  - If you qualify for participation, Dr. Goupell or Tanvi will set a tentative date for testing.

- **Step 2: Tanvi Thakkar will contact you with information about the lab**
  - Once your travel arrangements have been completed you will be directed to Tanvi Thakkar (email: tthakkar@terpmail.umd.edu), the lab manager.
  - Tanvi will send you:
    - A final date and time of testing.
    - Direction sheet to the lab
    - Visitor’s packet (information for your stay).
    - Parking permit (if you are driving to the university).
    - Hotel information sheet.
    - A checklist.
  - **Please have your current maps emailed or faxed (301-314-2023) to us by your audiologist well before your visit.**
  - We also have a little info at the lab website: http://www.bsos.umd.edu/hesp/GoupellLab/

- **Step 3: Travel arrangements**
  - Sandra Carcamo (email: scarcamo@umd.edu) will contact you before your trip to make specific travel arrangements.
  - **Travel Specifics**
    - Sandra will handle your flight itinerary, book and pre-pay: your flight, your hotel, and your transportation from/to the airport.
    - The daily food stipend is $42/day; includes Breakfast ($8), Lunch ($10), and Dinner ($12).
    - In addition you will be paid $20/hour or up to $120/day (in cash) for your efforts; you will receive this when you complete testing.
    - We have done everything possible to minimize your out of pocket expenses. These are the allowable expenses that you can submit for reimbursement:
      - Mileage to and from airport or home ($0.555/mile)
      - Parking at airport, if applicable (receipt required)
      - Taxi (receipt required)
      - Tips (reasonable)
      - Baggage fees (receipts required)
o You will need to send your original receipts to Sandra after you return from your trip. Her address is 4321 Hartwick Road, Suite 501, College Park, MD 20740.

• Step 4: Getting to the lab
  o It’s likely you will be staying at the Holiday Inn at 10000 Baltimore Ave, College Park MD.
  o There is a complimentary shuttle service for this hotel (5.0 mi radius). You can request the shuttle to bring you to any building on campus; for your purposes, the building will either be LeFrak Hall or Morrill Hall. The number you can call for the shuttle is 301-345-6700.
  o The room you will be reporting to for your testing is:
    ▪ University of Maryland, College Park
      1211 LeFrak Hall
      College Park, MD 20742
  o If you need to contact Tanvi on your first day to the lab, her cell number is 240-476-3661 (you may also send text messages if that is easier), and the lab phone number is 301-405-7715.

• Step 5: The testing
  o We perform mapping and computerized testing for a majority of the time.
  o You will be about testing for approx. 6 hours/day for three days.
  o There will be numerous breaks and a break for lunch.
  o If you have specific food, drink, snack requests, send them to Tanvi before you arrive.
  o Depending on our schedule and the number of breaks, the testing could end early.

• Here are the travel specifics again:
  o Sandra will handle: flight itinerary, book and pre-pay, flight, hotel, and transportation from/to the airport.
  o The daily food stipend is $42/day.
  o Paid up to $120/day (in cash) for your efforts; received on completion of testing.
  o Allowable expenses that you can submit for reimbursement:
    ▪ Mileage to and from home airport ($0.555/mile)
    ▪ Parking at airport, if applicable (receipt required)
    ▪ Taxi (receipt required)
    ▪ Tips (reasonable)
    ▪ Baggage fees (receipts required)
  o Send your original receipts to Sandra after you return from your trip. Her address is 4321 Hartwick Road, Suite 501, College Park, MD 20740.

• And enjoy your time in DC and at the University of Maryland...
  o If you are staying in the area for a while, there is no need for a rental car, the metro is the perfect form of transport for getting into the city (refer to the visitor’s packet for more information).
Checklist for Multi-Day Participants to the APM Lab

☐ Contact Dr. Goupell for interest in study participation with:
  o Name, Age, Type of CI user (Bilateral/ Unilateral), Implant Type, and address.
  o Preferred dates and mode of transportation

☐ Send Clinical maps from your audiologist to either Dr. Goupell or Tanvi

☐ Confirm final date with Tanvi Thakkar and receive:
  o Directions to Lab (For hotel shuttle).
  o Visitor’s packet (information for your stay).
  o UMD Parking permit (if you are driving to the university).
  o Hotel information sheet.

- Receive Email from Sandra Carcamo about travel arrangements:
  o Flight information, hotel, and transportation from airport.
  o Reimbursement/ mileage/meals etc.

- Save any receipts you may need to reimburse.
- Send food/drink and special requests to Tanvi.
- Follow-up email received 1 week later