

## Checklist for organizing VR user test in hybrid set ups

### **Physical safety for each location**

- ☐ On-site facilitator available
- ☐ On-site assistant available
- ☐ Video connection to see the room environment from remote locations (both video and audio) tested
- ☐ Responsible person for physical safety of each participant named
- ☐ Physical safety procedures described (procedures for ensuring physical safety e.g., organizing furniture, covering hard edges and instructions for safe behavior)
- ☐ Defining VR boundaries/testing area

### **Hygiene, for each location**

- ☐ Clear safety and hygienic procedures described (see e.g., supplement material 1)
- ☐ Hygienic instructions for participants described (beforehand and on-site)
- ☐ Responsibilities for organizers defined:
  - Disinfecting devices
  - Changing disposable hygiene cover for HMD(s)
  - Disinfecting surfaces
  - Ventilation
  - Guiding participants
- ☐ UVC disinfecting device
- ☐ Disinfecting wipes
- ☐ Gloves (different sizes)
- ☐ Disposable hygiene covers for HMD
- ☐ Hand sanitizer
- ☐ Facial masks (required types)
- ☐ Hygienic table for hygienic supplies
- ☐ (Floor) markings to keep social distance

### **Equipment, for each site**

- ☐ VR equipment
- ☐ Laptop/PC for video connection (can be same as in VR)
- ☐ Wall display
- ☐ Speakerphone, check position for good audio quality
- ☐ External camera for video conferencing (e.g., external USB camera for Teams)
- ☐ Tripod/stand for camera, check optimal position for remote observers/remote facilitator
- ☐ Off-line camera for recording the whole session (e.g., GoPro). Check optimal position

**Test the technical set up**

- ☐ Video conferencing application settings
- ☐ Multi-user VR environment stability
- ☐ Firewall issues
- ☐ Available networks and network settings
- ☐ Camera compatibility with video conferencing application
- ☐ Recording in video conferencing application
- ☐ Audio settings for speaker phone, room audio, VR environment, HMD and video conf. application at each location
- ☐ Recording/sharing VR user's point of view

**Roles and responsibilities for organizers (researchers and assisting persons)**

- ☐ On-site facilitator roles and responsibilities described for all locations
- ☐ On-site assistant roles and responsibilities described for all locations
- ☐ Remote facilitator roles and responsibilities described for all locations
- ☐ Chat facilitator role(s) and responsibilities described
- ☐ On-site observer roles and responsibilities described for all locations
- ☐ Remote observer roles and responsibilities described
- ☐ Technical support role(s) and responsibilities described for all locations/on-line
- ☐ Interpreter role described

**Roles and user test tasks for participants**

- ☐ Tasks for on-site HMD participants described
- ☐ Tasks for remote HMD participants described
- ☐ Tasks for desktop participants described
- ☐ Tasks for on-line participants (e.g., Teams participants) described