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**DIGITAL BRAIN SWITCH VIDEO DIARY STUDY**

**INSTRUCTIONS TO PARTICIPANTS FOR VIDEO RECORDING**

**What do I need to do?**

What we would like you to do is to record and narrate ‘a week in your life’ using a digital video camcorder. The recording will take place at various times over the course of a week and at a range of locations (including your home, your workplace and other places that you may visit).

**What sorts of things should I focus on?**

We’d like you to focus on the different roles that you have across a range of settings (both physical such as home v office and digital such as online communities). These could include:

* + Home e.g. as a parent, sibling or partner etc
  + Work e.g. as a colleague, manager, team member or mentor etc
  + Leisure e.g. as a friend, club member or team player etc
  + Community e.g. volunteer, campaigner, committee member etc

Think about how you manage these different roles. This might be:

* Physically e.g. through what you wear or your location
* Digitally e.g. through using technology such as mobile phone, computer, netbook, iPad etc
* Mundane, well-established routine, new or interesting

**What should I film?**

What we would particularly like you to film are:

* Transitions between different roles, in particular how you do this physically (e.g. moving between different places) and through your use of technology (e.g. use of different devices, different programmes or different social media or email accounts)
* Situations when it is difficult to switch between these different roles – e.g. this could be what you might think of as ‘switching off’ at the end of the working day or when you are doing one thing but thinking about another
* Your commentary on these transitions – we don’t need a commentary on everything but we would like you to feel free to talk about what you are doing and to explain your thoughts, particularly to explain what role(s) you are switching – or trying to switch – between

Within these general themes, it is up to you to record what you like, but what we are most interested in is seeing what you do as it happens, rather than retrospectively. We are also particularly interested in seeing your interaction with different technologies.

However, feel free to say what you like, and to record for as long as you like. You can record in long or short takes or simply record what is happening in front of you. Feel free to be creative – there’s no one ‘right’ way to approach this. The exercise should be interesting and fun, not a chore.

**To summarise: please film as it happens**

* **Transitions between roles, using digital technologies and in the real world**
* **Situations when it is difficult to switch between roles**
* **And include your commentary on these**

**What about confidentiality?**

Just as your participation will be treated in **strict confidence** in accordance with the Data Protection Act, we also need to consider the impact of your recording on other persons and organisations.

Therefore please:

* Do not film anything of a confidential, sensitive or highly personal nature including such material at your place of work.
* Do not film children (unless they are your own children and both parents give their consent to their appearance – in this instance we will discuss with you about how such film will be used in the research).
* Avoid filming others unless in a public place where other people might reasonably expect to be observed.
* Do not film in shopping centres or in an areas with high security status

**What equipment will I receive?**

You will receive a digital video camcorder. This will be charged and ready to use. It will have a pre-installed 32GB memory card which will record about 6 hours of footage at high definition. You will also receive a small tripod, an AC charger and a USB charger.

**What should I do with the data I record?**

Please keep the data on the camcorder’s memory card so that we can upload it when we get the camcorder back from you. We also ask that you make a copy of the data for your own records and keep this on your own computer.

**What happens at the end of the week?**

We will arrange for the collection of the equipment from you at a mutually convenient time.

We will invite you to have a brief chat with us on the phone to check how things went. You will also be contacted to arrange a longer face-to-face interview, either in your home or at your office, whichever you prefer. This will be an opportunity to discuss the recordings in more detail.

What if I have other questions?

Thank you for participating in our project.

If you have any queries about these instructions or about the project more generally or your participation in it, please do not hesitate to contact the project team on 01908 654686, email: DBS-Project@open.ac.uk