



SOP-05 | Laboratory Sessions

Standard Operating Procedure

Document	SOP-05
Status	Draft for internal approval
Version	0.1
Effective date	Upon approval
Owner	BEER Lab Manager
Review cycle	At least annually
Applies to	Projects and personnel within the scope of this SOP

Behavioral & Experimental Economics Research Lab · Tecnológico de Monterrey

1. Purpose

Standardize the conduct of in-person laboratory sessions to protect participants and produce comparable, auditable experimental procedures.

2. Pre-session

1. Confirm Ready-to-Recruit status and approved session roster.
2. Session Lead arrives early enough to test all workstations, network, server access, display settings, and payment materials.
3. Verify that the data-collection build matches the approved version ID.
4. Prepare seating, privacy barriers where relevant, instructions, consent materials, and emergency contact information.
5. Confirm funds and payment method.

3. Check-in

- Use the BEER participant identifier or approved study ID.
- Do not display participant names where others can see them.
- Record arrival status promptly.
- Late arrivals may be admitted only if doing so does not compromise the protocol or other participants.

4. Session conduct

- Use the approved standardized script.
- Do not add explanations that change the decision environment unless a predefined clarification rule applies.
- Prevent unauthorized communication between participants.
- Do not reveal individual choices, earnings, identities, or treatment assignments to other participants.
- Record protocol deviations and material technical failures.

5. Timing

The advertised duration must include consent, instructions, decision tasks, surveys, payment, and a reasonable operational margin. A study that repeatedly exceeds the announced duration may be paused until timing is corrected.

6. Technical failure

1. Stabilize the session and protect participants first.
2. Do not improvise a new treatment or payment rule.
3. Record affected participant IDs, time, failure type, and actions taken.
4. Apply the approved fallback/payment rule.
5. Report material failures under SOP-10 and determine whether affected data should be flagged or excluded according to the analysis plan.

7. Payment and dismissal

- Pay privately whenever feasible.
- Do not announce individual earnings publicly.
- Complete attendance before closing the session.
- Check the room, devices, and payment reconciliation before the team leaves.

8. Related documents

- SOP-04 Participant Compensation
- SOP-10 Incident Reporting
- Participant No-Show Policy