Tips for organizing VR user test in hybrid set ups

- ☐ Plan carefully
- ☐ Create and use a check list
- ☐ Make back-up plans for network issues and other probable challenges
- ☐ Have clear roles both for participants and organizers (researchers and assisting people) involved
- ☐ Appoint person(s) to take care of technical issues during sessions
- ☐ Use a chat-facilitator in hybrid set ups to orchestrate on-line (teams) and desktop participants
- ☐ Pay special attention to facilitation in remote set-ups:
  - o Address people by name
  - o Involve and encourage everyone to participate
  - o Leave people time to answer (in remote, people tend to wait longer before saying something than on site)
  - o Utilize talk aloud/think aloud method, and remind users about it regularly
  - o Speak clearly and loudly, especially if wearing facial mask
  - o Remind participants to speak clearly and loudly, especially if wearing facial mask
- ☐ In remote interviews
  - o Pay attention to get a social connection with interviewees:
    - ▪ Have camera on
    - ▪ Look at camera when speaking
  - o Address questions to everyone, ask if they want to add something etc.
  - o Use chat to support discussion (especially useful when language or dialect issues)
  - o Share screen to show examples, display questions and otherwise support discussion
  - o Encourage participants to share example on chat or share their screen to show it
- ☐ Record from the very beginning, starting from preparations, and ending when participants leave the location (sometimes participants provide excelled comments still after the official session)
- ☐ Use on-site assistant in remote location whenever possible
- ☐ Use video connection to remote location to see what the participant does, especially important if no on-site assistant available
- ☐ Use excellent quality loudspeakers & mics, or speakerphone
- ☐ Do not close remote sessions before people have answered questionnaire
- ☐ Conduct Pre-test /" dress-rehearsal"
- ☐ As a facilitator use several screens in remote set up to fit all material in view
- ☐ Ensure immediate access to testing instruction for both on-site (e.g., paper) and remote participants (e.g., Teams chat, inside the VR environment, etc.)
- ☐ Share and record view of HMD participant
- ☐ Explain and remind of the test procedure to all participants especially if the roles for different participants are different, so that they understand the whole flow of the session