

INFO FOR RESPONDENTS TAKING PART IN ON-LINE RESEARCH PROJECTS

Thank you for agreeing to take part in this online research project. Please read over the requirements below so you know what we expect of you during this online project.



1. Most researchers prefer that respondents are using a Laptop / Desktop computer OR an iPad / tablet with a camera. Taking part on a mobile phone is not suitable. If you can only use a mobile phone please get back in touch with Focus People and we will check in with our client to see if this is going to be accepted by them. If not, we may need to cancel you from this session.



2. Are you familiar with how to use Zoom / Microsoft Teams / Google Meet - Or another platform that is being used for this research project? If you are not confident please log on 10-15 minutes prior to the starting time so you can get any issues sorted before the starting time. You generally just need to click on the link provided and you should be able to get into the platform.



3. Minimising distractions: you need to be in a quiet spot, away from other household members and noise. The moderator running the group needs to hear your voice (and not others in your household).



4. Please set yourself up in a well-lit room. Turn the light on if there is no outside natural light. Consider sitting near a lamp or a window. Our moderator needs to see your face during the research session so your camera needs to be on.



5. Please ensure you have been to the bathroom prior to the research starting. You are required to be attending the research session for the entire time so bathroom breaks are not acceptable during the session.



6. You are not to be doing any of the following during this research project:

- Driving a car
- Cooking dinner for the family.
- Watching TV
- In a public area where it's noisy and people may be able to see what is on your screen
- Smoking or vaping
- Eating



7. When asked something in the session please don't respond with just simply yes or no answers - expand on why you would give this answer and your reasons behind this.



8. If you have not received the link to the platform 24 hours before your session starts please contact our office to let us know. In most cases this is sent with your confirmation email but in some cases our client sends these out and we are not always aware of when a client sends these to you. By contacting us 24 hours prior we will have time to follow this up with our client to ensure you have plenty of time for the research project starting.



9. If I get cancelled by Focus People (or one of their clients), do I still get paid?
You only get paid if you take part in the project. Under The Research Society Code, there's no specific rule requiring full payment of an incentive if a session is cancelled, particularly when the cancellation is outside of our control. If our clients cancel the project for any reason, this is beyond our control. Incentives are intended to recognise a participant's time for attending the group or taking part in the project. If you have taken time off work to attend please do consider this before agreeing to attend. The incentives are for people actually taking part in the session and is not a form of income as such. If the client gives us very little notice we sometimes do offer a part-payment - this will be communicated with you at the time if this is to occur.



10. If you are experiencing technical difficulties and cannot log in for any reason, or if your camera is off and you do not respond during the group session, you will not be paid.

If you don't think you are able to take part as you can't meet these requirements please do let us know - taking part in an online research project might not be suitable for you.

Please call our office on (03) 9599 4200 or email us: info@focuspeople.com.au

WE LOOK FORWARD TO YOU TAKING PART IN THE UPCOMING RESEARCH PROJECT.

HOPE YOU ENJOY THE SESSION!

Don't forget that we recruit respondents of all ages in all areas of Australia.
Please ask your family or friends to register with us at www.focuspeople.com.au

