



Aligning Research & Innovation for Connected
and Automated Driving in Europe

Knowledge-Base on Testing and Evaluation Materials
FESTA Checklist for Participant Introduction



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FESTA Checklist for Participant Introduction

As a best practice, FESTA recommends organizing an introductory session for persons participating in user tests. This is especially relevant when the users will be e.g. driving on public roads with a vehicle that has prototype features – or generally, when users would be operating a system that raises safety concerns.

The main purpose of the introductory session is to keep testing safe: the users should understand the basic behavior of tested systems, so that no accidents would be caused because of basic misunderstandings or surprises. Further, the session should be used to explain key parts of the informed consent forms (legal agreements for entering the tests), ensuring that the participation and test conditions are well understood.

The introductory session should cover:

- Background of the study, the research project
- Information regarding the tested system, minimally safety-related aspects
- Information regarding the setup of the test
- When testing is arranged as a single session, an overview of the timeline: introduction, questionnaires, use of the system and e.g. interviews afterwards. Could users be contacted again and for what purpose
- If the experiment last for a longer period: how/where users get the introduction and tested systems, how long the data collection lasts, what testing periods such as baseline data collection may be involved, how often participants will be e-mailed about questionnaires or for other purposes
- Participant's tasks and responsibilities
- Organiser's tasks and responsibilities
- Insurances and liabilities
- Hotline and contacts in case of trouble, behaviour in an emergency
- How to withdraw from the study
- How to return test equipment
- How research data will be managed according to good scientific principles and that they have some options to review and delete collected data
- How and when the results of the study will be published. For example, generally results would be based on group averages calculated from data, but if video showing a test participant would be published, a separate permission for that would be asked in the consent forms.

The test user must have enough time to study the consent form before being asked to sign it.