

# Data Capture Protocol

This document is intended to outline a standard format for obtaining information from participants in a 3D image capturing project.

## Questionnaire

All participants will be asked a series of questions, as documented in the participant information sheet. The analyst will ask these questions and input the answers directly into a secure database.

## Equipment

Throughout a capture session with multiple people, the camera equipment will be positioned in the same location, or as close to it as possible.

The camera will be calibrated at the beginning of each day and again throughout the day as required, at the discretion of the analyst.

A static chair will be positioned in front of the camera. The cameras will be positioned so that the participant's eyes are lined up at the centre of each camera view before the image is taken.

It is expected that three images will be captured and from these, the best set will be selected. The selected image will then be built into a 3D image and then checked to ensure that the image is useable for the study.

## Participants

Each of the participants will be allocated a set time in which to arrive at the location of the data collection. Due to the nature of some of the questions that will be asked during the questionnaire, only one participant will be in the room along with the analyst at one time.

Each subject will be seated in the static chair. All participants will be asked to pull their hair away from their face using hair clips or hair bands provided. Prior to their arrival participants will also be asked to refrain from using heavy make-up and to shave any facial hair. A shiny or hairy facial surface could produce an image where the facial structure or boundaries of facial features that are inaccurate. Facial jewellery should be removed, if that is easy to do, but embedded jewellery such as studs should not be removed in view of the complications which may be involved. Assessment of image quality can be made after the capture.

Participants will be asked to tilt their heads slightly backwards so that the area around the nose and chin can be captured accurately. The participant's eyes should be open. Participants will be asked to say "Mississippi", followed by the letter "n" and then asked to let their mouth rest, in order to relax the mouth and jaw into a natural position before capturing the image. If a participant is clenching their jaw or holding their mouth in an unnatural position, this will give an inaccurate measurement of their true facial structure.

Where rest position involves an open mouth, participants will additionally be asked to close their lips lightly together and a further image will be captured.

## Timing

It is estimated that collection of information will take approximately 15 minutes per participant.