Checklist for the recording process (for coaches)

Your client has been informed about the research project, the process has been explained to him/her etc., and s/he has given consent to participate in the project.

Emergency contact (for questions, technical issues, problems with the data): **+43 676 5451988**

Before you start recording your coaching sessions:

- Accept our technical equipment (which will be sent to you via courier) (which includes a camera, a memory card, a card reader, a charging cable, an extension cable, a tripod, and an audio-recording device with a memory card and additional batteries)
- Use the audio-recording device or your smartphone (please contact us for specific instructions in this case) to additionally (audio-)record the session as a backup.
- Position the equipment, i.e., camera and audio-recording device and adjust the seating position (according to the sketch below).
- Check the image and audio quality as well as handling of the equipment once, before you start recording the sessions.

Before or at the Beginning of the first coaching session:

- Send the following link (https://www.unipark.de/uc/Questionnaire_Coaching_Prae/) via e-mail to your client asking him/her to fill out the questionnaire (between 5 days to 24 hours) BEFORE the first coaching session.
- Sign the declaration of consent forms (client and coach) and send a scan of both documents to Tamara.Urach@aau.at (after the first session).
- Let your client fill in the "information on participants" meta-data sheet (only once per coaching process) and fill in the same document yourself (also only once per coaching process). Send a scan of documents to Tamara.Urach@aau.at (after the first session).

Before every session:

- Position the audio-/video-recording devices as previously placed (and tested). Pay attention to the seating position (according to the sketch below), lighting and background noise (close windows and doors, if necessary).
- Turn on the equipment (first the audio-recording device, then the camera), make a quick visual and operational check.
- Sit down and start your session with the coachee (i.e., turn on the equipment before you start the session).

After every session:

- Turn off the recording devices once the coachee has left the room (i.e., after the session ends).
- Fill out the "information on interaction" meta-data sheet (for every coaching session / only white boxes) and send a scanned version to Tamara.Urach@aau.at.
- Transfer the data from the recording devices (video camera/audio-recording device) onto your computer/notebook (using the card reader, if necessary) and upload them into the (secure) Cloud (https://cloud.ids-mannheim.de/s/5R3k86y4Debnzb8) (Your password is: KH3a2xy7)

After the last session:

- Send the following link (https://www.unipark.de/uc/Questionnaire_Coaching_Post/) via e-mail to your client asking him/her to fill out the questionnaire (immediately) AFTER the last coaching session.

- Check whether all the technical equipment you have received is accounted for and send an e-mail to Tamara.Urach@aau.at to make an appointment for its collection via courier.

Sketch for your seating arrangement: If possible, you and your client should (almost) look directly into the camera during the recordings. Try not to sit opposite each other but sit at an angle of 30-45°. If you use a flip chart (or other tools), place them in the background so that it is visible on the recordings. Make sure that you are not recording against a window (backlight).