Subject line: REMINDER – fMRI study tomorrow (DAY/DATE) @ xx:xx AM/PM

Hi <name>,

This is a reminder that you are signed up for an fMRI study with my lab TOMORROW, DAY, DATE AT xx:xx AM/PM.

The scanning session should last about X hours, but you should plan for approximately X HOURS to allow for some buffer time for paperwork and instructions, as well as changing into scrubs.

**IMPORTANT REMINDERS FOR TOMORROW:**

* **Metal:** It is extremely important that you do not have any metallic objects in or on your body. These can include obvious things like pacemakers and implants, but also less obvious things like makeup with metallic particles, or microscopic metal fragments that remain after having metal removed. Please notify your researcher immediately if you have metallic objects in/on your body.
* **Makeup, hair products, and piercings:** Please make sure that you do not wear any makeup or hair products that may have any metallic particles in it. These can distort images and/or be a safety risk. ​Please note that all hair pins, clips and barrettes must be removed prior to entering the scan room, as they are attracted to the strong magnet and may cause injury. We also require participants to remove all piercings. Please contact your researcher immediately if you are unwilling or unable to remove your makeup, hair products, or accessories.
* **Glasses**: Please wear contacts if you have them. We cannot scan you if you are wearing colored contacts (by colored, we mean contacts that change your eye color). If you don't have contacts, please come knowing your prescription ​as we have MRI-compatible glasses you will wear.
* **Retainers and dental implants**: Remove all retainers and dental implants if you can. If you have a permanent retainer that cannot be removed, please contact your study experimenter to let them know.
* **Clothing**: Please wear non-metallic clothing, and clothing that you can remove to change into our scrubs. Please avoid wearing underwire bras and clothing with metal clips.

Please arrive on time, as the MRI scanner is a shared departmental resource and our time on the scanner is limited. If you know you will be unable to make it tomorrow, please email me as soon as possible so that we can reschedule you.

Thank you!

<name>

**DIRECTIONS:** The scanner is located in Moore Hall, which is on [3 Maynard Street, Hanover, NH 03755](https://goo.gl/maps/uqwmj6woVFN2). Please come directly to the scan room. If you enter the building through the main (front) doors, walk into the lobby, past the stairwell, and take a left down the hallway. You will pass the bathrooms on your right (use them beforehand if needed!). Just before the end of that hallway there is an outlet on the right, with a stairwell and an exit door to the outside.  Please go down the stairs one flight and enter the door there. Turn to your left, and you will see a door with a doorbell for the scanner suite. Please ring the bell and we'll let you in! If you need more comprehensive instructions, please let us know. If you have any trouble finding the scanner, please call 603-646-0155 on the day of the scan and we can help you.