Subject line: Confirming your day/date fMRI scan

Hi <name>,

Thanks so much for your willingness to be a participant in an upcoming study being conducted by my lab. We have you confirmed for an fMRI study on **DAY, DATE, from xx:xx- xx:xx AM/PM. Please plan to arrive on time**, as the MRI scanner is a shared departmental resource and our time on the scanner is limited.

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 safety reminders about fMRI scans**

 **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 contact me prior to the scan if you have any questions about potential metal 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 on the day of your scan. 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. Please also note that we will require you to remove **all** piercings prior to being scanned. **If you are unable to remove your piercings, please contact me prior to your scan, as we may need to cancel or reschedule your scan.**

 **Glasses:** Please plan to wear contacts on the day of your scan, 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 that you will wear.

 **Retainers and dental implants:** Please remove all retainers and dental implants if you can. If you have a permanent retainer that cannot be removed, contact your study experimenter to let them know.

Thank you!

<researcher 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.