



## GENERAL GUIDELINES FOR PANELISTS

As a panelist for **The Beauty Signals Observatory Testing Center**, your input into our product development efforts will be appreciated. Failure to follow these rules will put you at risk for future testing. The following guidelines have been set up to ensure the validity of our testing results:

1. YOU MUST BE REGISTERED AS A PANELIST AND HAVE AN APPOINTMENT TO COME TO THE FACILITY; YOU CANNOT HAVE UNAUTHORIZED PEOPLE WITH YOU ON THE GROUNDS.
2. If your name is not on the list for a study, security will not grant you access. No exceptions.
3. Punctuality is required when scheduled for a study. EVEN IF you are only going to be a few minutes late. **Please arrive 10 minutes before your scheduled study time.** If you are scheduled for a certain time, please adhere to that time schedule, if you are late or do not complete a study you will be at risk for continuing as a panelist.
4. When you arrive, please wait in the designated waiting area until you are called. If the test has begun, and the study is in progress, you will not be allowed in, no exceptions.
5. Notice of cancellation. If you can't keep your appointment for whatever reason, please remove yourself in the portal 24 hours prior to your appointment time. If you do not cancel in an appropriate amount of time for us to fill your spot, this could affect your participation in future studies.
6. If you are not feeling well, please refrain from coming to the facility. Please email and let the coordinator know you will not be in.
7. **All tests are to be treated with the utmost confidentiality. Do not discuss the testing with other panelists or people you may meet in the halls or other public places.**
8. If you have any comments about the product on test, or the project in general, please discuss it privately with one of the evaluators or the manager of the department.
9. If you experience any discomfort while using a test product on site, please discontinue use and report it to the study coordinator. If you experience discomfort after hours, call for further instruction: (984) 330-6461.

10. You may not participate in any other product or clinical (skin) testing that could interfere with the study you're enrolled in. If you have another testing appointment here or elsewhere, please check with the study monitor for possible conflicts.
11. Reminder: You will be entering a professional workplace, so please dress and conduct yourself in a manner appropriate for the setting. (casual wear is acceptable, pajamas/swimwear are not acceptable)
12. No food allowed in the testing area, covered drinks are acceptable.
13. You must be respectful of study staff and adhere to all guidelines.
14. CHILDREN OR PETS ARE NOT ALLOWED IN THE RESEARCH CENTER.
15. ALL TEST PRODUCTS MUST BE RETURNED AT THE END OF EACH STUDY.
16. After each study is complete, you will be compensated within 14 business days.

Failure to follow these guidelines will result in your immediate dismissal as a panelist.