



C I R Centre for Interdisciplinary Research
M M T in Music Media and Technology

CIRMMT USER'S GUIDE

Updated April 2018



McGill

Université 
de Montréal



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CIRMMT USER GUIDE

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ABOUT CIRMMT

CIRMMT, the Centre for Interdisciplinary Research in Music Media and Technology, is a multi-disciplinary research group centred at the Schulich School of Music of McGill University. It unites researchers and their students from several Quebec institutions - McGill University, l'Université de Montréal, l'Université de Sherbrooke Concordia University, Ecole de technologie supérieure, INRS and Marianopolis College, among others. The CIRMMT community also includes administrative and technical staff, research associates, visiting scholars, musicians, and industrial associates.

The CIRMMT community is interested in interdisciplinary research related to the creation of music in the composer's or performer's mind, the performance of music, its recording and/or transmission, and the reception of music by the listener. It develops new possibilities for scientific and technological research, as well as creation, performance and dissemination of music with a major artistic, technical, social and economic impact. CIRMMT's mission is to provide a cutting-edge environment for integrated studies of music, acoustics, cognitive science, engineering and digital media.

Communal Labs

McGill University's Schulich School of Music has granted CIRMMT 720 m² of space on the eighth floor of the Elizabeth Wirth Music Building with offices and laboratories. The offices house the Centre's administration and technical services, as well as visiting scholars. The remaining office space is allotted on a rotating, time-limited basis to researchers for specific collaborative projects.

CIRMMT's central laboratories are a shared resource for interdisciplinary, collaborative research projects and are available to all members of the Centre. There are six laboratories that have been designed with specific acoustic characteristics in order to maximize the variety of functionalities of the available research spaces.

Funding Opportunities for Members

CIRMMT offers several funding opportunities to members for interdisciplinary, collaborative research within the Centre's mandate. For more information on funding opportunities (for travel, research projects, internships at other institutions and outreach) visit our website: <http://www.cirmmt.org/research/support>

Research Program

CIRMMT's research program is organized into four axes, with working groups coordinated by team leaders. Each axis has one or two leaders and student coordinators, representing different partner institutions when possible. Although

members are primarily affiliated to one axis, each axis encompasses several research disciplines and many members participate actively in several axes.

For more details on the research axes, please visit our website: <http://www.cirmmt.org/research>

ACCESS TO CIRMMT FACILITIES

CIRMMT's central facilities are located on the 8th floor of the Elizabeth Wirth Music Building, McGill University, 527 Sherbrooke St. West, Montreal. If the front door of this building is locked enter via Strathcona Music Building (555 Sherbrooke St. West) and turn right. At the end of the corridor, go through the passerelle to the right that leads to the Elizabeth Wirth Music Building. Once in the EWMB, elevators are on your left.

All CIRMMT Regular, Collaborator and Student members have access to CIRMMT premises (reception area, kitchen, photocopier, student computer lab) at all times. There are two entrances to the Centre on the 8th floor, both of which have card readers. The first entrance is directly in front of the elevators on the 8th floor. The second entrance is to your left when exiting the elevators.

McGill University students and faculty can use their McGill ID cards to get into the Centre. Members from other institutions must obtain a CIRMMT ID card from Centre staff. There is a fee of \$20 for ID cards, which is reimbursed upon return of the card to CIRMMT.

Members can obtain ID cards at CIRMMT Monday-Friday during reception hours.

Card reader access is for members only – please do not let anyone who is not involved in your research project into the Centre (with the exception of experimental subjects). Remember that all card reader doors have a silent alarm that is activated if the door is left open for any length of time. Do not prop open any card reader doors.

Lab Access

All six central CIRMMT labs have card readers. When members make lab bookings, the ID cards of all members listed in the booking are activated for the lab at the booking start time.

CIRMMT COMMON AREAS

Lounge Area

A lounge area near the front desk is available to CIRMMT members. A display and DVD player with headphones is installed here for members to view material related to their research.

Kitchenette

There is a kitchenette available to all CIRMMT staff and members – please be sure to keep the area clean. The kitchenette is stocked with glasses, utensils and cleaning supplies, coffee and tea, milk and sugar. We ask a contribution of \$1 per hot drink that can be placed in the money jar on the kitchen counter.

The fridge is very small so perishables left in there for more than two days will likely be thrown out. There is also a microwave for your use. *Food and drinks are not allowed in the CIRMMT labs.*

Photocopier

There is a photocopy machine on the 8th floor that is available to CIRMMT members. For those who do not have a McGill ID and wish to use the photocopier, please see the CIRMMT Administrator.

Sending a fax

As of April 2018 if you wish to send a fax, please use one of the photocopy machines and select the option to email. In the **To...** field, enter the fax number in accordance with the following examples:

- Inside McGill and local calls: **514xxxxxxxx@fax.mcgill.ca**
- Long distance calls within North America: **1xxxxxxxxxx@fax.mcgill.ca**
- Long distance calls overseas: **011xxxxxxxxxxx@fax.mcgill.ca**

Washrooms

The washrooms are located outside of CIRMMT. When exiting the elevators on the 8th floor of the Elizabeth Wirth Music Building, they are down the hall to the left.

Coat and Boot Racks

There are coat racks and boot trays located in the reception area of CIRMMT. Please leave all outside clothing and shoes there. *This is particularly important during Winter or on rainy days, so that the lab floors and equipment remain clean and dry.*

Public Phone

The phone in the reception area can be used for short local calls (please keep these to a minimum from 9:00am to 5:00pm).

CIRMMT cannot take messages for members working in the labs, unless it is an emergency.

RESEARCH LABS

About the Labs

CIRMMT's six central laboratories (8th floor, Elizabeth Wirth Music Building) are a shared resource available to all members of the CIRMMT community for interdisciplinary, collaborative research projects. Due to the Centre's research mandate, these labs cannot be used for teaching or commercial purposes.

The six labs were designed as complementary research spaces, with the highest quality acoustic specifications and equipment available. Each lab is designed to accommodate a range of research within the Centre's mandate, and together they offer a unique support for interdisciplinary projects bridging several areas and that are impossible to carry out in members' individual satellite labs.

- **Lab 1: A816, Spatial Audio Lab:** Measurements, room acoustics, diffusion, instrument directivity, transducers spatialization, and room perception in listeners.
- **Lab 2: A817, Critical Listening Lab:** ITU standard room with multichannel and stereo audio, critical listening, evaluation, and technical ear training research.
- **Lab 3: A818, Performance and Recording Lab:** Recording of individual performers, motion capture measurements of respirology and performer movements, virtual reality applications.
- **Lab 4: A821, Audiovisual Editing Lab:** Preparation of test materials, PR and demo preparation, content for archiving, viewing/listening space.
- **Lab 5: A820, Immersive Presence Lab:** Audio, video, vibration capture and display and presentation, broadband, high-resolution network communication space, ultra-videoconferencing.
- **Lab 6: A822, Perceptual Testing Lab:** Experimentation on music and sound perception (will also double as an additional audio editing suite).
- **HexaGRIS studio, Université de Montréal:** Located at B-188-1 at the Faculté de Musique of the Université de Montréal. This composition and research studio is equipped with a 16 + 2 speaker system setup in the shape of a dome and includes several control surfaces and related audio equipment. This resource is available to the CIRMMT community and is booked through the Université de Montréal (CIRMMT members should visit the booking site for more information).

In addition to this, there is a CIRMMT student computer lab with up to five workstations. While this space is intended primarily for student use, all members have access to the room, its computers and scanner.

Using the Labs

All CIRMMT members can book labs for interdisciplinary, collaborative research. CIRMMT labs are allocated on a per-experiment basis for a maximum of two months per booking.

All lab doors have card readers, for which your ID card is activated at the start time of your lab booking.

All lab booking requests are made via CIRMMT's online booking system:

<https://booking.cirmmt.org/items/labs/>

You will require your user name and password to access this site.

For complete information on the following issues, please look for the 'Information' menu found on the left hand side of the booking site: <https://booking.cirmmt.org>

- How to use the online booking system (site navigation)
- Assessment of your booking request
- CIRMMT lab and equipment allocation policy and procedures
- Off-site equipment loan agreement
- Reporting equipment malfunctions

You will receive an automated email indicating that your request has been submitted. All bookings that include technical assistance of any kind (including use of CIRMMT equipment that is not part of the default configuration of the lab) are dependent on the availabilities of the technical staff.

Technical Assistance

Technical staff are available during normal business hours (9:00am to 5:00pm, Monday to Friday). If a booking request involves technical setup and special equipment, the technical staff will meet with you to discuss your project, make sure that there is enough time for setup/breakdown and that the equipment selected is appropriate for your experiment. Please make an effort to keep CIRMMT's technical staff informed in as much detail as possible, as far in advance as possible, of any changes to technical requirements that may be necessary during your lab booking.

User/Laboratory Fees

CIRMMT members are asked to consider adding an amount for CIRMMT user/lab fees whenever applying for a grant that requires the use of CIRMMT facilities and/or support. This is essential to allow the Centre to provide technical support for research. Most grant agencies accept this cost item in research grants and it is fairly easy to justify as CIRMMT may provide essential infrastructure and support for the proposed research. For members who wish to have more information on how to make laboratory/equipment booking contributions, please visit the booking site: <https://booking.cirmmt.org/info/contribution/> .

Server Room Access

The Server Room contains most of the dedicated audio and digital processing equipment for the CIRMMT labs. In cases where members need access to this equipment in order to carry out their research, a designated member will have their

ID card activated for Server Room access for the duration of the lab booking. Racks in the Server Room are clearly labeled by lab name and number, and access is limited to the subsystem needed for the project. If you have been given Server Room access for a lab booking, please do not loan your card out to other members to access this space. Modifying other systems in the Server Room is a serious offence and compromises the research of fellow members.

Computer Access

Members can access the computers in the labs by using their CIRMMT login and password. Please be sure to log off of all CIRMMT computers before leaving the Centre. Please do not install or remove software from the computers without prior approval of the Systems Manager.

Environmental Control

Lab temperature and humidity levels are maintained by McGill and large variations are possible, especially in the seasonal transition periods. Temperature is generally adjustable at the local level, but humidity levels are not. For experiments requiring stable environmental conditions, please consult with CIRMMT staff to determine the most appropriate time for your project. Any projects requiring critical environmental control may not be appropriate for the CIRMMT labs.

Lab Safety

All CIRMMT members must take an introductory orientation workshop to learn about the CIRMMT labs and resources before using the labs. In some cases, members must take accreditation workshops in order to be eligible to use the default systems in the labs. This applies in particular to the motion capture system in lab A818, and the immersive speaker system in lab A820.

Please note that the lab doors are acoustically massive and can be difficult to close. Please ensure they are both locked and latched when you leave! It may require some muscle.

Emergency or Injury

In case of an emergency or injury, dial 911 and call Campus Security Services at 514-398-3000 (ext. 3000 if you're using a McGill phone).

As of August 2017, the following CIRMMT staff members will have First Aid training:

Isabelle Cossette, Director: Office #A830, tel: 514-398-6670

There is a First Aid kit located in the CIRMMT kitchenette, in the bottom drawer.

Fire

In case of fire in a lab:

1. Evacuate the lab immediately. If your exit is blocked, use the fire extinguisher located in the lab to clear an exit path. Instructions on use are below. **DO NOT** try to fight the fire if your exit is not blocked. Toxic fumes may be emitted by burning equipment or acoustic treatment even if the fire is small.
2. If it is safe to do so, close the lab door after all persons have evacuated the lab.
3. If you do not already hear an alarm, pull the fire alarm located in the hall across from lab A817, or beside the main door of the Centre.
4. If you can, assist other persons who need help getting to the stairwell.
5. Evacuate the building. There is a stairwell in CIRMMT across from lab A817. There is also a stairwell near the elevators on the 8th floor.
6. Call 911 and Security Services at 514-398-3000 as soon as possible. Tell them the location of any persons with special needs who are in the stairwell, or of any injured persons who are still in the Centre.
7. Do not re-enter the building until authorized by the fire department or building evacuation team.

If you do fight a fire, remember the acronym "PASS" when using the extinguisher:

- P: Pull and twist the locking pin to break the seal.
- A: Aim low, and point the nozzle at the base of the fire.
- S: Squeeze the handle to release the extinguishing agent.
- S: Sweep from side to side until the fire is out.
- Be prepared to repeat the process if the fire breaks out again

Power Outage/Evacuation

In the case of a power outage, emergency lights will come on in various areas of CIRMMT. Rechargeable flashlights are also installed in each lab and in the Server Room. In the event of a power failure, these will automatically turn on. Only remove these flashlights from the labs in the case of a power outage.

Evacuation procedures:

1. Secure hazardous materials if you are working with compressed gasses in A818.
2. Assist persons with special needs.
3. Exit the building using the stairwell in CIRMMT (across from A817) or the stairwell next to the elevators on the 8th floor. **DO NOT** use the elevators. Stay calm.
4. Move 100m from the building, or to the location specified by the building evacuation team.
5. Do not re-enter the building until authorized by the evacuation team or Campus Security.

Experiments With Human Subjects

If you plan on conducting research in the CIRMMT labs involving human subjects, please read McGill University's research ethics policies. You must obtain a McGill-approved Research Ethics Board Certificate number before the experiment start date and provide CIRMMT with this number.

<http://www.mcgill.ca/research/researchers/compliance>

<http://www.mcgill.ca/research/researchers/compliance/human/reb-i-ii-iii>

For non-McGill members: you must obtain ethics approval from your institution first. You must then submit the approved application and the approval certificate to the McGill Research Ethics Administrator REB I & II for approval. There is no charge for this.

CIRMMT members conducting experiments with non-member participants must ensure that no participants are left unaccompanied at the Centre. Members are directly responsible for these participants and their actions while at CIRMMT.

Members who are conducting experiments with non-member subjects should provide the CIRMMT lab name and lab/control station phone numbers to all participants. When experiments take place during reception hours, participants can access the lab through the reception area. When experiments take place outside of reception hours, non-member participants can use the hall phone (to the left when exiting the elevators) to contact the researchers in the lab or control station and be admitted into the Centre.

Dissemination of Research Findings

When CIRMMT labs are used in a research project, please remember to list CIRMMT as part of the institutional affiliation in any publication resulting from your research. Example: "CIRMMT, Department X, University Y."

As this is not possible for certain journals, which only list the university, use of CIRMMT labs should be recognized in the acknowledgements section.

RESEARCH EQUIPMENT

About the Equipment

All equipment purchased on CIRMMT operating grants (with the exception of specific equipment bought on CFI-2 for use in satellite labs) is housed at the Centre and is available for use by all members of the CIRMMT community.

As with the labs, CIRMMT equipment is allocated to members for a maximum of two months per booking. Due to our research mandate, equipment cannot be used for commercial or teaching purposes.

Default Lab Equipment

Some of the Centre's equipment is permanently installed in the six research labs, the student computer lab and the lab control stations. An updated, detailed list of the default equipment is available on the CIRMMT website and the lab booking website: <https://booking.cirmmt.org/items/labs/>

Loan Pool Equipment

Equipment that is not part of the default lab configurations is available for loan to members, either for use at CIRMMT or for temporary use off-site. Members can use loan-pool equipment for research, demonstrations or concerts. All equipment loan pool requests are assessed by CIRMMT's technical staff.

As equipment is purchased, system details and user manuals will become available on the online booking system.

On-Site Loans

In order to reserve equipment for use in a CIRMMT lab, you must have an active lab booking during the period requested. The technical staff (or delegate) will install and remove the loan pool equipment from the lab at the times confirmed in the booking. If you've made an on-site booking, you must not remove the loan pool equipment from the lab at any point during your booking.

Off-Site Loans

NB: This is not available to Collaborator members

Off-Site loans include loan pool equipment that is borrowed for use outside of the central CIRMMT labs. Once the equipment leaves the premises, you are entirely responsible for it. Much of this equipment is extremely costly, so please read all loan terms and conditions very carefully before borrowing the equipment.

While you can request off-site equipment up to the last minute, there is no guarantee that your request will be approved.

The off-site loan agreement form must be signed. If equipment is lost, damaged or stolen off-campus, the member who signed the loan documents is responsible for paying the insurance deductible. In the case of McGill insurance, the deductible is \$1,000. If negligence is proven and insurance coverage no longer applies, the

member who signed the loan documents will be held responsible for the full cost of equipment repair or replacement.

CONTACT INFORMATION

When calling from a McGill phone, dial the local tel# only. Instructions on calling from an outside phone are at the end of this section.

Staff/Facilities

Staff	<u>Local Tel.#</u>	<u>Room#</u>
Bednar, Jacqueline: Office Administrator	2464	A828
Boissinot, Julien: Systems Manager	3688	A828
Cossette, Isabelle: Director	6670	A830
Dumoulin, Romain: CFI Project Manager	8842	A824
Martins de Oliveira, Andre: Events Administrator (PT)	8793	A812
Méthot, Yves: Electronics Coordinator	4745	A827
Pohu, Sylvain: Technical Production Assistant (PT)	089883	A827
Tordini, Francesco: Business Officer	4156	A824

Other

Conference Room	089819	A807
Public Phone (CIRMMT lounge)	094821	A812
Server Room	089823	A819
Visiting Researcher Workstation (North)	089885	A825
Visiting Researcher Workstation (South)	089886	A825
CIRMMT Fax	514-398-7414	

Delivery Address

CIRMMT
Schulich School of Music, McGill University
555 Sherbrooke Street West, room A812
Montreal, QC
Canada
H3A 1E3

Emergency

In case of emergency or injury, **dial 911** and call Security Services: **514-398-3000**

Non-emergency assistance:

During regular office hours, contact CIRMMT staff.

McGill non-emergency phone numbers:

Environmental Health & Safety 514-398-4563

Emergency Measures & Fire Prevention 514-398-3473

Security Services (Lost & Found) 514-398-4556

Waste Management 514-398-5066

McGill anonymous information hotline: 514-398-TIPS (8477)

Office for Sexual Violence Response, Support and Education (OSVRSE): 514-398-3954

How to give out a phone number with a six-digit extension

CIRMMT local telephone numbers that start with “0” are internal numbers and cannot be reached directly from outside of McGill University. Callers from outside McGill must first call an external number and then dial the local extension.

To reach any such extension, outside callers can dial 514-398-4400.

They will reach an automated phone attendant and will be asked to enter your internal phone number, followed by the number sign (so, for example, 012345#). Please note that this information will be requested in English, followed by a French message.

When giving out six-digit extension phone numbers to people, state your phone number as 514-398-4400, ext XXXXX (local tel#).

All CIRMMT local telephone #s that do not start with “0” are 4 digits can be reached directly by external people by dialing 514-398-XXXX (local tel#).