

What to Expect at your Remote Testimony Location Before, During, and After

Prior to the Committee Meeting

- Review the information for the remote location you are testifying from for parking arrangements and directions to the conference room where the remote testimony meeting will take place.
- Check the Legislature’s website for updates regarding the legislation (bill).
- Practice, practice, practice! You will be more effective in your presentation if you have prepared your testimony and practiced prior to the meeting.

Day of the Committee Meeting, Before Testimony Begins

- Please be on time.
- The committee chair will call the meeting to order. At that time in each location, both remote and at the Capitol, participants must remain silent.
- The committee chair will call upon each location and person individually to testify.
- When your location and name have been called, approach the podium, microphone, or area in front of the camera.

How to Testify – Points to Remember

- Address everything through the committee chair, e.g. “Madam Chair and Members of the Committee...”
- State your name.
- State your organization, if any.
- State whether you are for or against the bill.
- State why. (This is the written testimony you submitted upon registration.)
- Be as brief as possible. There will be a time limit of 2 to 3 minutes per person.
- Be prepared for questions.
- Respond to questions by addressing the committee chair, e.g. “Madam Chair and Members of the Committee...”
- When the committee chair has dismissed you from the podium, please take your seat.
- Once you have given your testimony, you cannot approach the podium again unless called upon by the committee chair.

After Testifying & After the Committee Meeting Has Ended

- Feel free to watch the rest of the committee meeting at the location, when available.
- Be respectful of the testimony of others.
- Audience responses to testimony are prohibited. Refrain from either positive or negative reactions.
- The committee may or may not vote on the bill that day. This is at the discretion of the committee chair.
- Upon adjournment, which will be announced by the committee chair, the video feed to and from the Capitol will be disconnected.
- Please proceed to your vehicle as quickly as possible. The location you are testifying from may have time limits on parking.
- You can track the bill on the Legislature’s website utilizing the My Bill Tracker feature, which will email updates to you on requested bill(s).
- For further information, you are welcome to call or email the committee secretary or the Legislative Information Center.