

## Witness Information

### Handouts and Presentation Material

Please make sure to put a title, date, and your name on the top of each document submitted for testimony.

Electronic copies of handouts must be emailed to Mike Ferrant, [mferrant@leg.state.vt.us](mailto:mferrant@leg.state.vt.us) at least 24 hours before your scheduled time. In addition, please also bring enough hard copies for the entire Committee plus FIVE copies for the public.

If you want copies made at the State House, there is a charge of \$.10 per printed side. State employees can use transfer numbers to pay for copies made at the State House. Any document you hand out to the committees is by law available to the public.

**ATTENTION - With few exceptions, any document a witness submits to a committee or to a committee assistant is open to the public.**

**In addition, a witness's submission of a document authored by the witness or his or her organization constitutes consent to its posting on the committee's webpage unless the witness specifically requests that the document not be posted. Although the committee will honor requests not to post such documents on its webpage, once a witness submits a document to the committee, it is a public record and will be subject to public inspection and copying unless exempt under the Public Records Act.**

### Equipment

If you require any special equipment or resources for your testimony, please notify the committee assistant as early as possible so that arrangements can be made.

### Phone testimony

If you have been approved to testify by phone, please provide the committee assistant with a working phone number at least 24 hours before your scheduled testimony time. The committee assistant will test this phone number to ensure connectivity. The committee will call you when ready or share a Teleconference Line for you to call into.

Thank you,

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