

## WITNESS INFORMATION FOR LEGISLATIVE HEARINGS

You have been invited to testify before a legislative committee. Remote testimony via Zoom is encouraged, but you may also inquire about in-person testimony.

All hearings are livestreamed to YouTube. A link is provided on each committee's information page. You can find each committee's information page by visiting the Legislature's website (<https://legislature.vermont.gov/>) and then selecting "Committees." You can then see the committee's current agenda by clicking on "Agenda" found just below the committee's name.

With Zoom, you may connect with a desktop computer, laptop, tablet, or cell phone. If using a cell phone, you may not have a video connection to see others in the meeting.

### **Prior to the Hearing:**

- If you have written testimony or other documents you wish to share with the committee, please e-mail them to the committee assistant **at least 24 hours** prior to the hearing.
- If using your cell phone to connect to the hearing, e-mail the committee assistant the last four digits of the number so that the assistant may recognize you and admit you to the meeting.
- Zoom meeting links are typically sent one to two days prior the meeting. **For security purposes, please do not share the meeting link.**

### **The Day of the Hearing:**

- Please sign into the meeting before your scheduled testimony. Don't be alarmed if you are not admitted right away. You may stay in the waiting room until just before the hearing starts.
- Only people who have been invited to the hearing will be admitted. We recognize you by your device name; if your device shows up as "iPad 2," we will not know who you are. Please name your device prior to the meeting. If you need further instructions, let the committee assistant know.
- Please mute yourself and turn off your video until it is time for your testimony. If you are calling in, use \*6 to mute or unmute yourself and \*9 to raise your hand.
- Remember that anything you are doing or saying is being viewed and heard by the committee and anyone who is watching on YouTube.

### **During the Hearing:**

- The committee chair is the facilitator of the meeting and will call on you when it is your turn to speak. The Chair will manage any questions or comments from committee members to ensure an organized, respectful conversation.
- You may choose to read a statement or speak freely. If you have a written statement, please e-mail it to the committee assistant to be posted to the committee's information page (either 24 hours in advance or after your testimony).

Please be concise and mindful of the time and other witnesses. Based on the total number of witnesses, usually 10–15 minutes is what's expected. Please contact the committee assistant if you feel you will need more time.

- Committee members can see your submitted documents on their own computer screens. However, some committees prefer to have witnesses share their documents. **Please tell the committee assistant if you are unfamiliar with screen sharing on Zoom.**
- Questions and answers are handled differently in each committee. Sometimes they may occur during your testimony, sometimes after everyone has spoken. In all cases, please wait to be called upon to speak.

**If you have any questions prior to the hearing,  
please do not hesitate to e-mail the committee assistant.**