

## WITNESS INFORMATION FOR LEGISLATIVE HEARINGS

You have been asked to testify before a Legislative Committee. The Vermont General Assembly's hearings are primarily being conducted in person with a remote option. You are welcome to participate remotely by zoom or phone, or in person.

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.

All hearings are livestreamed to YouTube. A link is provided on the Committee's Information Page

### **Prior to the hearing:**

- If using your cell phone to connect to the hearing, email the Committee Assistant the last 4 digits of the number so that the assistant may admit you to the meeting. They will need this number to admit you to the meeting.
- If you have written testimony or other documents you wish to share with the Committee, please email them to the Committee Assistant by the end of day, prior to the hearing. Please be prepared to share your document on the screen.

### **The day of the hearing:**

- Please sign into the meeting 10 minutes before your scheduled testimony.
- 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 only, use \*6 to mute or unmute yourself, and \*9 to raise your hand.
- Remember that anything you are doing/saying is being viewed and heard by the Committee and anyone who is watching on YouTube.

If you have any questions prior to the hearing, please email the  
Committee Assistant who contacted you for testimony.