

Witness Testimony Before Ways and Means

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 in person, whichever feels the most comfortable for you. *If you've never testified before, the committee chair or the committee assistant are both very happy to talk to you on the phone or email more extensively to walk you through the process.*

If you have written testimony or other documents you wish to share with the Committee, please email them to the Committee Assistant the day prior to your meeting. This advance time is needed so members and the public can prepare themselves adequately for your testimony. If (due to extreme circumstances) you are not able to provide these documents in advance, please discuss this explicitly with Sorsha, our committee assistant.

We will not share your documents on the screen, rather we will follow along on our own devices, frequent reminders of what page you are on are helpful. If your testimony requires screen sharing, please discuss this in advance with Sorsha, our committee assistant.

All hearings are livestreamed to YouTube and preserved for public record and access on the committee's webpage.

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. If you are participating remotely, on 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, if you would like someone else on hand, please communicate with Sorsha in advance.
- 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 Sorsha, the Committee Assistant who contacted you for testimony.