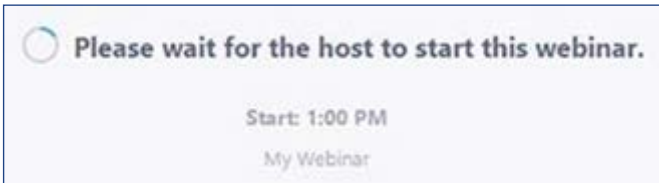




# Testifying in a Virtual Committee Meeting

## 1 Joining a Committee Meeting: Video and Audio in Zoom

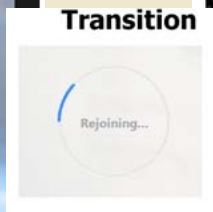
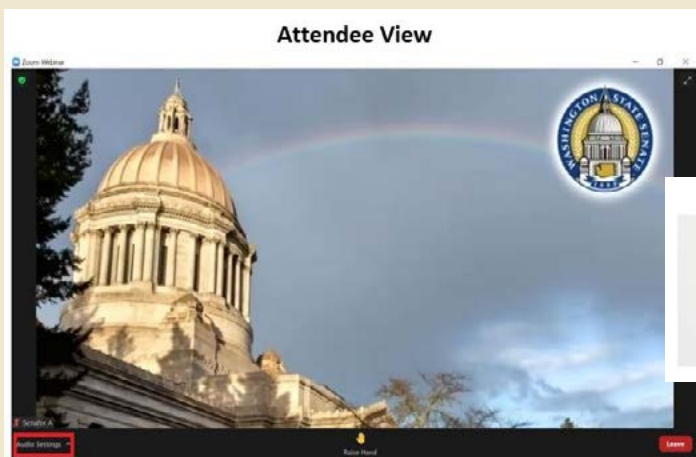
1. Click or tap the link included in the Zoom instructions. *(This link is unique to you and is prohibited from being shared.)*
2. If the meeting has not yet opened for attendees to join, you will see the following message:



3. Once you have joined the meeting, you will be in the Attendee View. You will be able to adjust your microphone and speaker by clicking the upward arrow (^) next to Audio Settings.

4. When it is your turn to testify, the Chair will call your name. At this time, you will transition to the Panelist View, where you will be given permission to speak. During this transition, your Zoom window will briefly disappear and indicate it is "Rejoining" the meeting.
5. Once you have rejoined the meeting as a Panelist, audio and video controls will display in the lower left corner. To change to Gallery view to see the testimony timer while on a desktop or laptop, locating the **View** icon in the upper right-hand corner of the window. Select **Gallery View**. If you are on a phone or tablet, swipe left from active speaker view to change to Gallery to view the testimony timer. Click the **Start Video** button and **Unmute** to begin speaking to the committee. *(See images below.)*

### User View from a Desktop Computer or Laptop



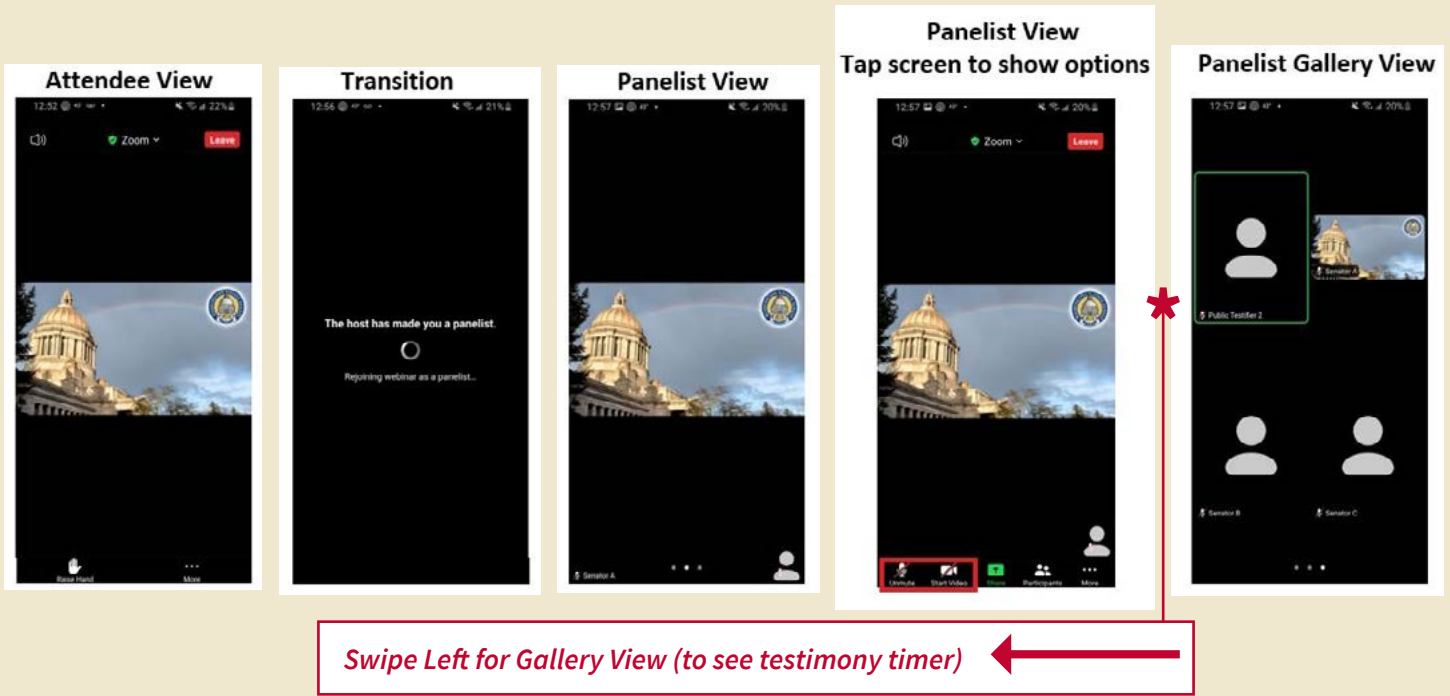
# Testifying in a Virtual Committee Meeting

## 1 Joining a Committee Meeting: Video and Audio in Zoom *continued*

6. After you have concluded your remarks, you will be reverted to an Attendee and will no longer be able to speak. If you have registered to testify on multiple bills during the same meeting, you will need to wait for the Chair to call on you again. When you wish to disconnect

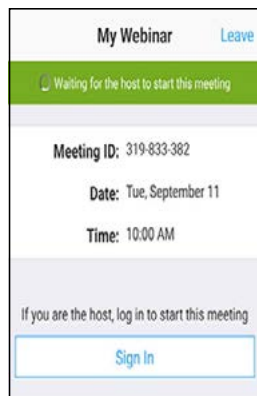
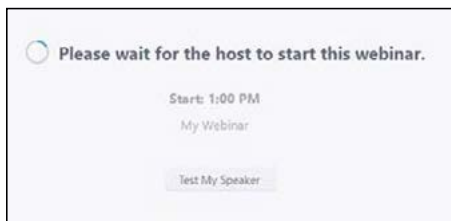
from the meeting, click the red **Leave** button located in the lower right corner of your screen. If you remain on Zoom for the remainder of the meeting, you will be automatically disconnected once the meeting adjourns.

*User View from a Phone or Tablet*

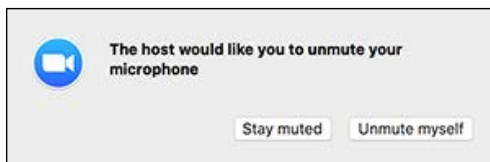


## 2 Joining a Committee Meeting: Audio-only within Zoom

1. Click or tap the link included in the Zoom instructions. *(This link is unique to you and is prohibited from being shared.)*



2. If the meeting has not yet been opened for attendees to join, you will see the one of following messages:



*Note: You can still access the audio settings by clicking on the ^ arrow next to the Unmute/Mute button.*

3. Once you have joined the meeting, you will be able to adjust your microphone and speaker by clicking the upward arrow (^) next to Audio Settings.

4. When it is your turn to testify, the Chair will call your name. At this time, unmute yourself. If you do not unmute yourself, committee staff may prompt you and you will receive a notification, from which you should select **Unmute myself**.

5. After you have concluded your remarks, you will be muted again and will no longer be able to speak. If you have registered to testify on multiple bills during the same meeting, you will need to wait for the Chair to call on you again. When you wish to disconnect from the meeting, click the red **Leave** button located in the lower right corner of your screen. If you remain on Zoom for the remainder of the meeting, you will be automatically disconnected once the meeting adjourns.

# Testifying in a Virtual Committee Meeting

## 3 Joining a Committee Meeting: Phone-in Only

1. Call one of the phone numbers in the “Or Telephone” section of the Zoom instructions you received via email. You must call into the meeting using the same phone number with which you registered, otherwise you will not be identifiable in the meeting.

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or +1 31

Webinar ID: 944 1724 1750

Password: 420236

2. Once connected, follow the prompts to enter your Webinar ID and Password on your phone’s dialpad. These may be referred to as a meeting ID and participant ID by the voice commands you hear.

3. You will now join the meeting.
4. When it is your turn to testify, the Chair will call your name. At this time, you will be given permission to speak. You will receive a notification that you have been unmuted.

*Control for the Phone-in option:*

*\*6 to Mute/Unmute (if permission granted)*

5. After you have concluded your remarks, you will be muted again and no longer able to speak. If you have registered to testify on multiple bills during the same meeting, you will need to wait for the Chair to call on you again. When you wish to disconnect from the meeting, simply hang up from your phone dialpad. If you remain on the call for the remainder of the meeting, you will be automatically disconnected once the meeting adjourns.

## Frequently Asked Questions (FAQs)

### What should I do if I am unable to find my Zoom link after I register to testify?

1. Check your spam, junk or other folders that the Zoom link email may have been filtered into.
2. Check if you have a firewall enabled. A firewall may be blocking the incoming email.
3. Search your inbox for the name of the committee for which you signed up to testify. The email sender profile will display the committee’s full name.
4. Verify that you are in the testifier list before the start of the committee meeting. Visit the [CSI Remote](#) webpage, then follow these steps:
  - a. Select the chamber (House or Senate.)
  - b. Select the committee and meeting date.
  - c. Select the bill for which you registered to testify.
  - d. Below the table to choose which type of testimony you want to select, click **See who has signed in for this agenda item.**
  - e. Verify that you are on the testifier list. If you are not, then you are not registered and must register again.

### How early can I connect to the Zoom meeting before the meeting begins?

You may connect to Zoom at any time prior to the committee meeting. However, the meeting’s video feed will not be viewable to you until committee and technical staff begin the broadcast. This typically occurs about 5 minutes prior to the start of the meeting.

### What should I do if I am called up to speak and my microphone is not muted, but it does not appear that anyone can hear me?

First, check that your audio settings did not change automatically, which can happen within Zoom. To do so, click the upward arrow (^) next to Audio Settings and verify that the microphone is set to the device or headset you intend to use.

### My internet connection is unstable. What is my best option to testify?

If your wired or wireless connection is unstable and you frequently have bandwidth issues, we recommend that you use your phone to call into the meeting to testify. See the instructions above in [#3 Joining a committee meeting by the Zoom link: Phone-in Only](#) for information on how to testify in the meeting by phone only. *Be sure to call into the meeting using the phone with the same number as the one you entered on the testimony registration form.* This will help legislative committee staff to identify you by the last three digits of your phone number, of which is the only identification available within Zoom. If the Chair calls your name but staff cannot determine who you are by the phone number, you may miss your opportunity to testify.