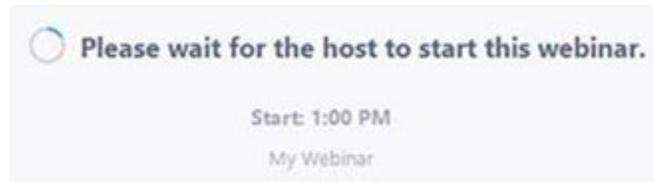# Testifying in a Virtual Committee Meeting

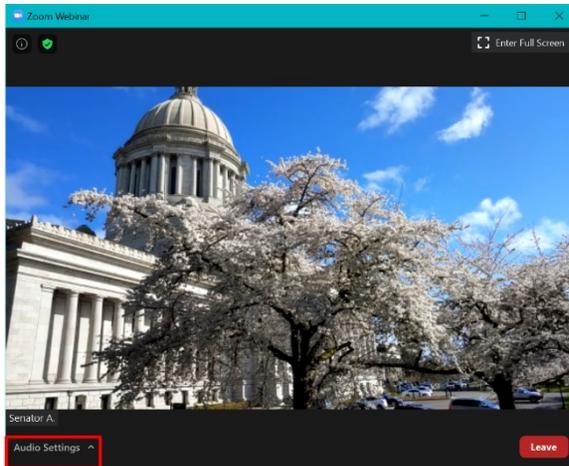**1** **Joining a committee meeting by the Zoom link - Video and Audio in Zoom**

1. Click or tap the link included in the Zoom instructions (this link is unique to you and should not be shared with anyone else)

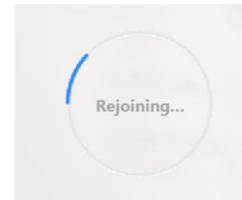2. If the meeting has not been opened for attendees to join, you will see the following message:

3. Once you are in 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. The Chair will call your name when it is your turn to testify. You will be given permission to speak in Zoom at this time. Your Zoom window will briefly disappear and indicate it is "Rejoining" the meeting at an elevated level.

5. Once you have rejoined the meeting as a Panelist, you now have Audio and Video controls in the lower left corner. Click the Start Video button and Unmute to begin speaking to the committee.
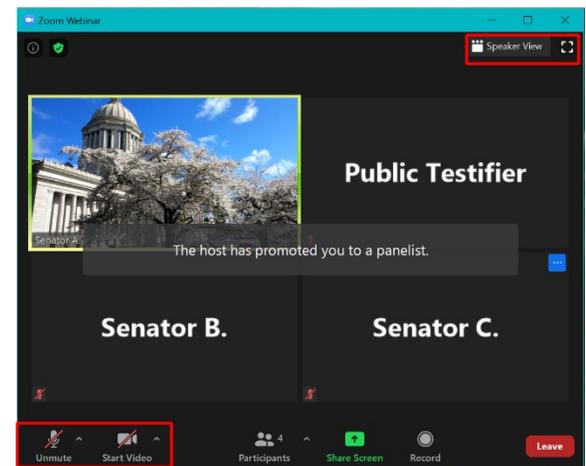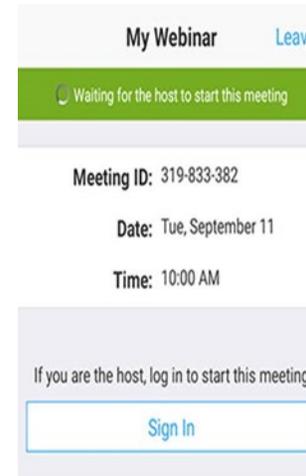

6. After you have concluded your remarks, you will be reverted to an Attendee and no longer able to speak until you are called upon by Chair again, should you have signed up to speak on more than one bill or topic. At that time, you may click **Leave Meeting** located on the same toolbar as Audio Settings once you wish to disconnect from the meeting. If you remain on Zoom for the remainder of the meeting, you will be automatically disconnected once the meeting has been closed.

Testifying in a Virtual Committee Meeting

Joining a committee meeting by the Zoom link - Audio-only within Zoom

1. Click or tap the link included in the Zoom instructions (this link is unique to you and should not be shared with anyone else)

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

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

4. The Chair will call your name when it is your turn to testify. You will be given permission to speak in Zoom at this time. You will receive a notification, from which you should select Unmute myself.

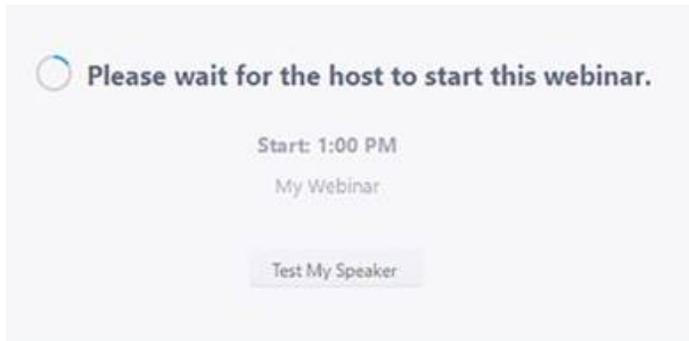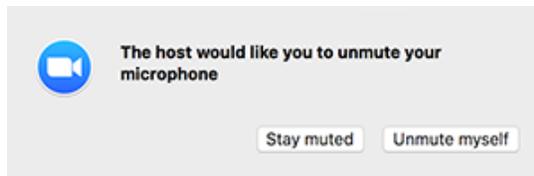*Note: You can still access the audio settings by clicking on the ^ arrow next to the Unmute/Mute button.*

7. After you have concluded your remarks, you will be muted again and no longer able to speak until you are called upon by Chair again, should you have signed up to speak on more than one bill or topic. At that time, you may click **Leave Meeting** located on the same toolbar as Audio Settings once you wish to disconnect from the meeting. If you remain on Zoom for the remainder of the meeting, you will be automatically disconnected once the meeting has been closed.

Testifying in a Virtual Committee Meeting

3   **Joining a committee meeting by the Zoom link - Phone-in Only**

1. Call one of the phone numbers in the "Or Telephone" section of the Zoom instructions

   > 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. The Chair will call your name when it is your turn to testify. You will be given permission to speak in Zoom at this time. 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 until you are called upon by Chair again, should you have signed up to speak on more than one bill or topic. At that time, you may hang up if you wish to disconnect from the meeting. If you remain on the call for the remainder of the meeting, you will be automatically disconnected once the meeting has been closed.

Testifying in a Virtual Committee Meeting

Frequently Asked Questions (FAQs)

- **What do 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, clicking 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.

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

  You can connect to Zoom anytime the day of the virtual committee meeting, but you will not be permitted into the meeting itself until committee and technical staff admit you and video feed is being broadcasted for attendees (testifiers). This typically happens about 15 minutes prior to the start of the meeting.