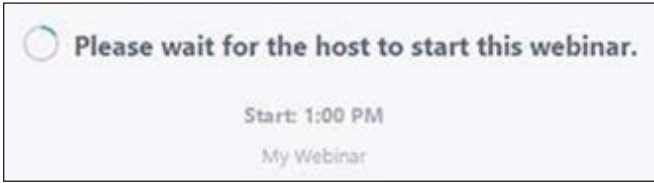




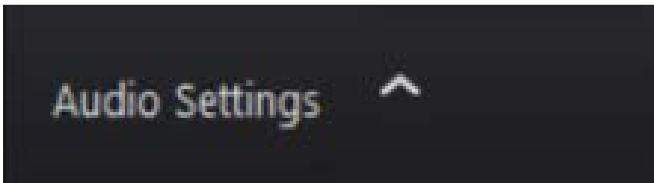
Testifying in a Virtual Committee Meeting

1 Joining a Committee Meeting: Video and Audio in Zoom

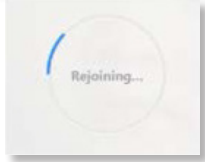
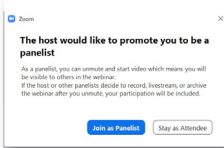
1. Click or tap the link included in the Zoom instructions. *(This link is unique to you and is prohibited from being shared.)*
2. If the meeting has not yet opened for attendees to join, you will see the following message:



3. Once you have joined the meeting, you will be able to adjust your microphone and speaker by clicking the upward arrow (^) next to Audio Settings. The **Audio Settings** button is located in the lower left corner of the screen.



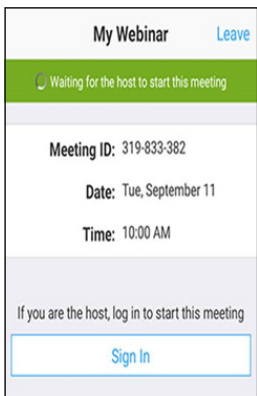
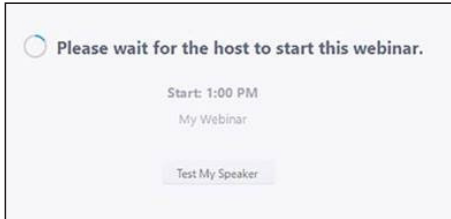
4. When it is your turn to testify, the Chair will call your name. At this time, you will be transitioned to a panelist, where you will be given permission to speak. You will see a popup appear - please click **Join as Panelist** to rejoin the meeting as a panelist. During this transition, your Zoom window will briefly disappear and indicate it is **Rejoining** the meeting.



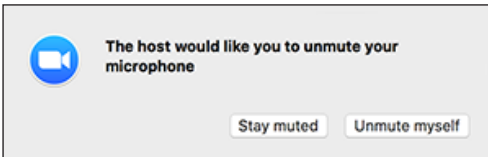
5. Once you have rejoined the meeting as a panelist, audio and video controls will display in the lower left corner. Click the **Start Video** button and **Unmute** to begin speaking to the committee. Remember to state your name, organization, and your position on the bill.
6. After you have concluded 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.

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, you should unmute yourself and you will be given permission to speak in Zoom. If you do not unmute yourself, staff may prompt you to unmute your microphone.
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 be unrecognized.**

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. 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.
2. Check your spam, junk or other folders that the Zoom link email may have been filtered into.
3. After you have registered to testify, please confirm that you are signed in. To do this, visit the **Committee Sign-In** webpage and take the following 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. 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.
4. Check with your IT Administrator if any security settings might be blocking the Zoom initiation.

As a reminder, **testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the committee.**

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

You can connect to Zoom at any time; however, you will not be permitted in the meeting itself until committee and technical staff admit you. This typically happens 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 your audio settings. To do so, click the upward arrow (^) next to Audio Settings and verify that the microphone is set to the device or headset you are using.

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

If your internet 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 Section 3 for information on how to testify in the meeting by phone. ***You must call into the meeting using the same phone number with which you registered, otherwise you will be unrecognized.*** If the Chair calls your name but staff cannot determine who you are by the phone number, you could miss your opportunity to testify.

For more information about using Zoom, visit: <https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>