

**Hawai'i State Senate**  
**Remote Testimony Instructions – 1<sup>st</sup> Special Session of 2020**

**HOW TO REQUEST REMOTE TESTIMONY**

If you wish to testify via videoconference during the hearing, please **use the Legislature's website to submit your written testimony and select "yes" when asked if you will be testifying remotely for this hearing.**

- Click here to submit your written testimony:  
<https://www.capitol.hawaii.gov/submittestimonyss.aspx>  
*(All testimony received by the Hawai'i Senate is posted on the Hawai'i Legislature's website, which is accessible to the public. Please do not include information that you do not want disclosed to the public.)*
- All videoconference testifiers must submit their written testimony and request to testify remotely at least 24 hours prior to the hearing.
- The number of videoconference testifiers and/or time allotted to each testifier may be limited by the Chair when necessary to adhere to the committee hearing schedule.
- **You will receive a link to the online meeting for this hearing 8-12 hours before the hearing begins.** The link will be sent to the email address listed when you submitted your written testimony via the Legislature's website. **DO NOT SHARE THE MEETING LINK, ID, OR PASSWORD IN THIS EMAIL WITH ANYONE.**

**BEFORE THE HEARING**

The Zoom meeting will begin 30 minutes prior to the scheduled start time for the hearing. **Please join the meeting early** so we can admit all participants from the waiting room before the hearing begins. We may also quickly test your audio and video connection if time permits.

If you're not familiar with Zoom, please spend a few minutes reviewing the user interface ahead of time. These links may be helpful:

- Joining a meeting: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
- Attendee controls during a meeting: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

**DURING THE HEARING**

All testifiers must **utilize computer audio** to participate and we strongly encourage you to share video when testifying. This link explains how to test your computer speaker and microphone:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

When joining the meeting, all testifiers will be initially placed in a virtual waiting room.

- **Only testifiers who followed the registration process outlined above will be admitted into the Zoom meeting.**
- We will identify you based on the first and last name provided when submitting your written testimony via the Legislature's website.

Please make sure your **CHAT PANEL IS OPEN** for the duration of the hearing and you check it periodically.

- Senate staff will use the chat function to communicate with you during the hearing.

**Hawai'i State Senate**  
**Remote Testimony Instructions – 1<sup>st</sup> Special Session of 2020**

- If you have questions or run into technical problems, you can use the chat feature to send a message to the host of the meeting. Our staff will do their best to assist you.

During the hearing **your mic and video camera should be muted/stopped unless it is your turn to testify**. Senate staff may mute participants or stop your video as necessary.

**When it is your turn to testify:**

- **You will receive a request to share your video shortly before it is your turn. Please accept the request.**
- **When the Chair calls on you, you will receive a request to share your audio. Please accept, pause for a moment, then begin addressing the committee.**

If you do not respond or encounter technical problems when the Chair calls on you, you may not be able to testify.

The number of videoconference testifiers and/or time allotted to each testifier may be limited by the Chair when necessary to adhere to the committee hearing schedule.

**ADDITIONAL TIPS & REMINDERS**

To help ensure successful participation in the hearing, please test your audio and video before joining the meeting and check the chat panel frequently until it is your turn to testify.

Your internet speed will affect the quality of your audio and video in the meeting. We recommend joining the meeting from a hard-wired broadband internet connection whenever possible.

To prevent audio feedback, the sound for any livestream or cable broadcasts of the hearing you have running in the background must be turned off or muted when it is your turn to testify.

You are participating in a public event that is being broadcast live. The Zoom audio/video will be part of the public cable broadcast and/or live stream via the internet of the hearing. Please minimize background noise and consider what is visible in the background of your webcam.