

**Remote Testimony Guidelines**  
**Hawai'i State House of Representatives**  
**Regular Session of 2021**

Click here to submit written testimony & request to testify via videoconference for the hearing	<a href="https://www.capitol.hawaii.gov/submittestimony.aspx">https://www.capitol.hawaii.gov/submittestimony.aspx</a>  Please use the Legislature's website to submit your written testimony <b>and</b> select "yes" when asked if you are requesting to testify remotely via Zoom at the hearing.
Deadline to submit	Videoconference testifiers must submit their written testimony (20MB max) and request to testify remotely at least <b>24 hours prior</b> to the hearing.
Disclosure	<i>All testimony received by the Hawai'i House of Representatives is posted on the Hawai'i Legislature's website, which is accessible to the public. <b>Please do not include information that you do not want disclosed to the public.</b></i>
Learn how to Zoom	If you're not familiar with Zoom, please spend a few minutes reviewing the user interface ahead of time. These links may be helpful: <ul style="list-style-type: none"> <li>• Joining a meeting: <a href="https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting">https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting</a></li> <li>• Attendee controls during a meeting: <a href="https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting">https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting</a></li> <li>• This link explains how to test your computer speaker and microphone: <a href="https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio">https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio</a></li> </ul>
Join Zoom button appears 3 HOURS BEFORE HEARING	3 hours before the hearing, the <b>Request Zoom link will convert to a Join Zoom button</b> and will be available on your capitol account after logging in to your testimony submittal page. <a href="https://www.capitol.hawaii.gov/submittestimony.aspx">https://www.capitol.hawaii.gov/submittestimony.aspx</a>
Zoom Settings	<b>Name</b> - First and last name must be the same as written testimony <b>Audio</b> - Enable computer audio <b>Video</b> - Strongly encouraged to enable video <b>Virtual Background</b> - <b>No copyright photos allowed</b> <b>Chat</b> - Panel is open (staff will use it to communicate with you) If you have questions or run into technical problems, you can use the chat feature to send a message to the host during the meeting.  Only testifiers who followed the registration process outlined above will be admitted from the waiting room and allowed to join the Zoom meeting.
Join the Zoom meeting 30 MIN BEFORE HEARING	Please join the Zoom meeting 30 minutes prior to the scheduled start time for the hearing so we <b>can verify &amp; admit all participants from the waiting room</b> . We may do a quick <b>audio &amp; video test</b> if time permits.

Time Limit (if necessary)	The number of videoconference testifiers and/or time allotted to each testifier may be limited by the Chair ( <b>usually 2 minutes</b> ) when necessary to adhere to the committee hearing schedule.
During the hearing, when it is your turn to testify	<p>Our testimony coordinator will communicate with you through chat.</p> <p><b>Video</b> - You will receive a request to share your video shortly before it is your turn. Please accept the request.</p> <p><b>Audio</b> - 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.</p> <p>Share Screen – Only 1 participant can share screen at a time.</p> <p>House staff may mute participants or stop your video as necessary.</p> <p><b>If you do not respond or encounter technical problems when the Chair calls on you, you may not be able to testify.</b></p>
Additional Tips & Reminders	<p>To help ensure successful participation in the hearing, please test your audio and video before joining the meeting and <b>check the chat panel frequently</b> until it is your turn to testify.</p> <p>Your internet speed will affect the quality of your audio and video in the meeting. We recommend joining the meeting from a <b>hard-wired broadband internet connection</b> whenever possible.</p> <p>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.</p> <p>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. <b>Please minimize background noise and consider what is visible in the background of your webcam. Also please do not use a copyrighted photo as your virtual background.</b></p>