

VIDEOCONFERENCE TESTIMONY PROCEDURES

After You Submit Your Request to Testify Remotely

When logged in to your account on the Legislature's website, you should see a note in the green "Your Testimony" section that says, "Zoom requested." This confirms that both your written testimony and your request to testify remotely have been submitted to the committee.

Your Testimony

■ - Not yet submitted.
■ - Successfully submitted.

Support Oppose Comments

Measure	Hearing	
SB20	HEARING HMS 01-23-17 Room: 016 9:00 PM	View Zoom Requested
SB28	HEARING HMS 01-23-17 Room: 016 9:00 PM	View
HB707	HEARING LAB 01-31-17 Room: 309 8:00 AM	Edit

JOINING ZOOM TO PARTICIPATE TO TESTIFY

Hawai'i State Legislature
Ka 'Aha'ōlelo Moku'āina 'O Hawai'i

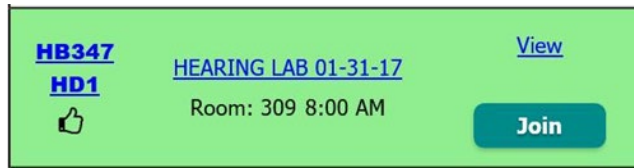
LEGISLATURE EVENTS PARTICIPATE LAWS & RESEARCH HELP & INFO

PARTICIPATE

SUBMIT TESTIMONY

- If we can accommodate your request to testify via Zoom, you will receive access to the Zoom link for the hearing three (3) hours before the hearing begins.
 - To access the link, you will need to log in to your account on the Legislature's website, then click on the "Participate" drop down menu and select the "Submit Testimony" option to get started.

- The **Join** meeting link will be available to you in the green "Your Testimony" section on the left side of your testimony page.



- If we are not able to accommodate your request to testify, you will not receive access to the Zoom meeting link and the committee will notify you via email.
- If you requested to testify remotely but you are no longer able to attend the hearing via Zoom, please contact the [committee](#) directly to notify them.
- Zoom Meeting Schedules: There will be one Zoom meeting scheduled per committee timeslot. Therefore, the Zoom meeting link you use to testify remotely may apply to more than one "agenda" or hearing notice.
 - Click [here](#) for the **Senate** Committee Hearing Schedule.
 - Click [here](#) for the **House** Committee Hearing Schedule.

Before the Hearing

The Zoom meeting will begin 20-30 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.

- Please join the Zoom meeting using the first and last name you provided when submitting your written testimony via the Legislature's website. This is how we will identify you in the waiting room. Only testifiers who follow the registration process outlined above will be allowed to join the Zoom meeting.

If you're not familiar with Zoom, please spend a few minutes reviewing the user interface ahead of time. This link may be helpful: [Joining a meeting](#)

During the Hearing

All testifiers must utilize their **computer audio** to participate and we strongly encourage you to share your video when testifying.

- This [link](#) explains how to test your computer speaker and microphone
- Please make sure your **CHAT PANEL IS OPEN** for the duration of the hearing and check it often.
 - Legislative staff will use the chat function to communicate with you during the hearing.
 - 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.
 - Please keep the chat traffic to a minimum and to technical questions only. No comments about the subject matter, please. Our staff will do their best to assist you but may not be able to respond to all chat messages.
- During the hearing your mic and video camera should be muted/stopped unless it is your turn to testify. Legislative staff may mute participants or stop your video as necessary.
- Testifiers will not be allowed to testify while driving.
- 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, please unmute your microphone, 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.

Additional Tips and 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. The Legislature will not be responsible for users' connection issues and technical problems. 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 (There will be a 20 to 30 second delay from the Zoom meeting to the livestream).
- You are participating in a public event that is being broadcast live. The Zoom audio/video of the hearing will be part of the public cable broadcast and/or livestream via the internet. Please minimize background noise and consider what is visible in the background of your webcam.

- Please do not use a background, whether actual or virtual, showing any material that may be copyrighted, including material to which you own the copyright. Any such backgrounds may be in violation of YouTube policies and will result in your video being turned off or not allowing you to testify.

Help and Support

- For general help with navigating the legislative and committee hearing process, please contact the Public Access Room at (808) 587-0478 or par@capitol.hawaii.gov or visit PAR's website at <https://lrb.hawaii.gov/par/>.
- For special assistance: If you need an auxiliary aid/service, other accommodation, or are unable to submit testimony via the website due to a disability, please contact the committee directly:
<https://www.capitol.hawaii.gov/legislature/committees.aspx?chamber=all>