

More on... Remote Testimony

To sign up to testify remotely via Zoom, you will have to submit written testimony using the interactive "Testimony" button on the legislature's website (www.capitol.hawaii.gov). See the preceding page for instructions.

Three hours prior to the hearing, sign into the legislature's website and click "Testimony" to see if your request to testify remotely was accepted.

- If your request to testify orally at the hearing has been accepted, the notation "Zoom requested" in the green box will be replaced by a Zoom link button labeled "Join".
- If the committee is not able to accommodate your request, you will receive an email indicating that you will not be able to testify remotely. Committees will accommodate as many remote testimony requests as reasonably possible during the time allotted for the hearing.
- If you requested to testify remotely and received the "Join" button but are no longer able to attend the hearing, please contact the committee clerk directly to notify them.

Please join the hearing 20-30 minutes prior to the scheduled start time so you can be admitted from the waiting room.

- Note that in the House, there will be one Zoom meeting per hearing notice. In the Senate, there will be one Zoom meeting scheduled *per committee timeslot*, so the Zoom meeting may cover more than one "agenda" or hearing notice. (To find committee schedules, visit PAR's "[Current Legislature](#)" page.)
- Use the first and last name you provided when submitting your written testimony – this is how you will be identified and allowed to join the Zoom meeting.
- You must use your computer audio to participate.

During the hearing, please make sure your "chat" panel is open for the duration of the hearing. This is how legislative staff will communicate with you, and how you can communicate with them for technical issues.

- Your microphone should be muted, and your video stopped, unless it is your turn to testify.
- You will receive a request to share your video shortly before it is your turn. Accept the request.
- When the Chair calls on you, unmute your microphone, pause for a moment, then begin addressing the committee. The time allotted to each testifier may be limited by the Chair.
- If you do not respond when the Chair calls on you, you may not be able to testify.
- There is no guarantee that everyone given the Zoom meeting link will have an opportunity to speak.

Some important tips:

- Test your audio and video before joining the meeting.
- Your internet speed will affect the quality of your audio and video in the meeting. Join from a hard-wired broadband internet connection whenever possible.
- To prevent audio feedback, you must mute or turn off any livestream or cable broadcasts of the hearing you have running in the background when it is your turn to testify. (Note: There will be a 20-30 second delay from the Zoom meeting to the livestream.)
- **Remember that you are participating in a public event that is being broadcast live via internet live stream and/or cable television.** Do not use virtual backgrounds with copyrighted material.
- Minimize background noise and consider what is visible in the background of your webcam.
- Check the chat panel frequently until it is your turn to testify.

For those unfamiliar with Zoom:

- 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>
- To test your computer speaker and microphone <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

* If this is your first time using the interactive features of the website, you'll have to **Register**. Click on "Register" (upper right corner of the page) and enter your name, email address, and the password you'd like to use for the website. After you've agreed to the terms and conditions, you will be directed to access your email account and open the email sent to you by the website. Follow the instructions for confirming your account. You'll only be asked to do this once. After that, just sign in and enter your password.