



## Instructions for Remote Testimony

FYI: The option to sign up to testify remotely becomes available when the staff schedule the bill for a committee hearing and enter the bill hearing in the House/Senate calendar, which can happen at any time during the day. Registration closes at the start of the hearing.

1. Follow this link: <https://leg.colorado.gov/testimony> (if this direct link does not work, visit [leg.colorado.gov](https://leg.colorado.gov); navigate to "Committees"; under drop-down select "Public Testimony Options")
2. On this page ("Public Testimony Options"), there are further details on the various testimony options
  - a. Under "How do you wish to testify", select "Remotely via Zoom" or "In Person"
    - i. You may testify via Zoom video or by phone using Zoom's call-in option (upon request). Out-of-state testimony is at the Chair's discretion
  - b. Select your preferred methodology (By Committee and Bill, By Bill Only, or By Sponsor and Bill)
  - c. Complete those details to find the appropriate Committee, Bill, and Meeting date & time
  - d. Then additional items will appear (name, email, phone, ZIP code, position on the bill), complete those items (those with a red asterisk are required).
    - i. Further details are sent to you via e-mail, please double check that you have entered your e-mail correctly, so you receive these details!
3. Soon after registering, a confirmation e-mail will be sent to you.
  - a. This e-mail contains the committee meeting time/date, link/call-in phone number to access the Zoom meeting and best practices for using Zoom.
    - i. If you don't receive it, contact [lcs.committees.ga@coleg.gov](mailto:lcs.committees.ga@coleg.gov) or 303-866-3521
4. At the time of the Committee hearing, use the link e-mailed to you to access the conference (you should have already downloaded Zoom and the link should open in the Zoom application).
  - a. You may enter the Zoom waiting room and be admitted as an attendee. As an attendee you can watch and listen to the hearing, but will not be able to unmute or start video.
  - b. When you are called to testify, the meeting host will make you a panelist which will allow you to unmute your sound.
    - i. Please wait for the chair to acknowledge you before unmuting your sound and giving your testimony. The Chair may limit total testimony time and per-witness time. Registration does not guarantee you will testify.
  - c. You are encouraged to turn on your video camera when you are made a panelist.
    - i. Occasionally, the option to turn on your video is unavailable, even after becoming a panelist; but you may still provide verbal testimony.
    - ii. If you would like to ensure your video will be available for the hearing, please sign on to Zoom prior to the start of the hearing to test your camera with the meeting's host.
    - iii. Chat is only for technical assistance. Inappropriate use or policy discussion will result in removal.

- iv. Committee audio is streamed and archived on the General Assembly website; video with remote participation is not broadcast or recorded.

Helpful Tips:

- Download the Zoom application to access the meeting (do not access via Internet Browser)
- Use wired headphones or a USB Headset to eliminate background noise and ensure you are heard clearly
- If technical issues prevent you from testifying, submit written testimony at <https://leg.colorado.gov/testimony> until the hearing closes; it becomes part of the public record.