

How to... Submit Testimony Online and Sign up for Remote Testimony

Note: There may be strict deadlines for submitting written testimony and requesting to testify remotely. Consult the bottom of the hearing notice for details. Any request for exceptions should be made to the appropriate committee clerk.



1. Go to the **Legislature's website** (www.capitol.hawaii.gov) and click on **"Sign In"** (upper right corner of the screen) and enter your email address and password.* (See the footnote on the next page if you do not have an account yet.)
2. Next, click on the **orange "Testimony" icon** located in center screen.
3. **Enter the bill number, and then click "Continue"**.
(Just the bill number, no draft numbers and no spaces. Ex., enter "HB123" rather than "HB123 HD1 SD1.") The hearing information (committee name, hearing room and date of hearing) will pop up. (Note: If there's not a hearing scheduled for that measure, you won't be able to continue. Check to make sure you typed in the correct measure number. If you need assistance, contact PAR at 587-0478 or par@capitol.hawaii.gov.)

4. **Fill out the form.** If you plan to also offer remote oral testimony, confirm that your full name appears correctly so that it matches your Zoom identity. Next, let them know whether you support or oppose the bill. Select whether you are testifying as an individual or on behalf of an organization. Indicate whether you plan to offer written testimony only, or if you would also like to present oral testimony via Zoom (see next page for more info).

5. **Add your written testimony.** Here, there are two options:

- Write your testimony and save it as a file on your computer. Then, **upload your testimony** by clicking on the button that reads "Choose File" or "Browse" to find and attach the document.
- OR**
- You can **type your testimony** in the "Testimony/Comments" box. (If you want to save what you have typed, and return to it later, click on "Save Progress." Your testimony link will appear in the column-on the left, highlighted in dark pink. Click on "edit" to resume your work.)

Submit Testimony

Enter Bill or Measure and click Continue

Examples: HB100 or SB123 (not case sensitive)

hb707

Please note that you will no longer receive email confirmation of testimony. If your testimony is green in the list below, then it was successfully submitted and received.

Please Submit testimony, Save Progress, or click Clear above to show Your Testimony list.

Upcoming Hearing for HB707

| Bill | Committee | Room | Date/Time | |
|---|-----------|------|----------------------|-----------------------------|
| HB 707 RELATING TO INTOXICATING LIQUOR. | LAB | 309 | Jan 22, 2021 8:00 AM | View Notice |

Testifier's Full Name
(First and Last)

*If planning on testifying via Zoom, this name must match your Zoom name exactly.

Your position on HB707

Support
 Oppose
 Comments Only

Testifying:

As an individual citizen
 On behalf of an organization (name of government agency, organization, or business you are representing)

How will you be testifying? [more info](#)

Remotely via Zoom during the hearing & submitting written testimony
 Written testimony only

Please submit your written testimony using ONE of the two options listed below.

- Acceptable document filetype extensions: .doc, .docx, .pdf, .rtf, .txt, .odt
- Attachments 20MB max
- Attachments will NOT be saved and must be attached at time of submission

File Upload: No file chosen

-- OR --

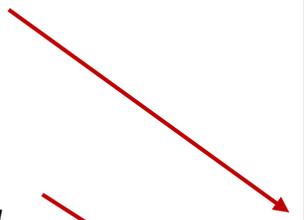
Your testimony/comments on HB707

B I S Ix Styles - Normal - ?

This is my written comments.

body p Characters (with HTML): 36/20000

Once you submit, you are no longer able to edit testimony.



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.