

# Remote Testimony, Written Testimony & Positions

Screen shots walk members through the process of participating in public hearings during committee proceedings.

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**Washington State**  
**PTA**<sup>®</sup>  
*everychild.one voice.*<sup>®</sup>

# Overview – Know Before You “Go”

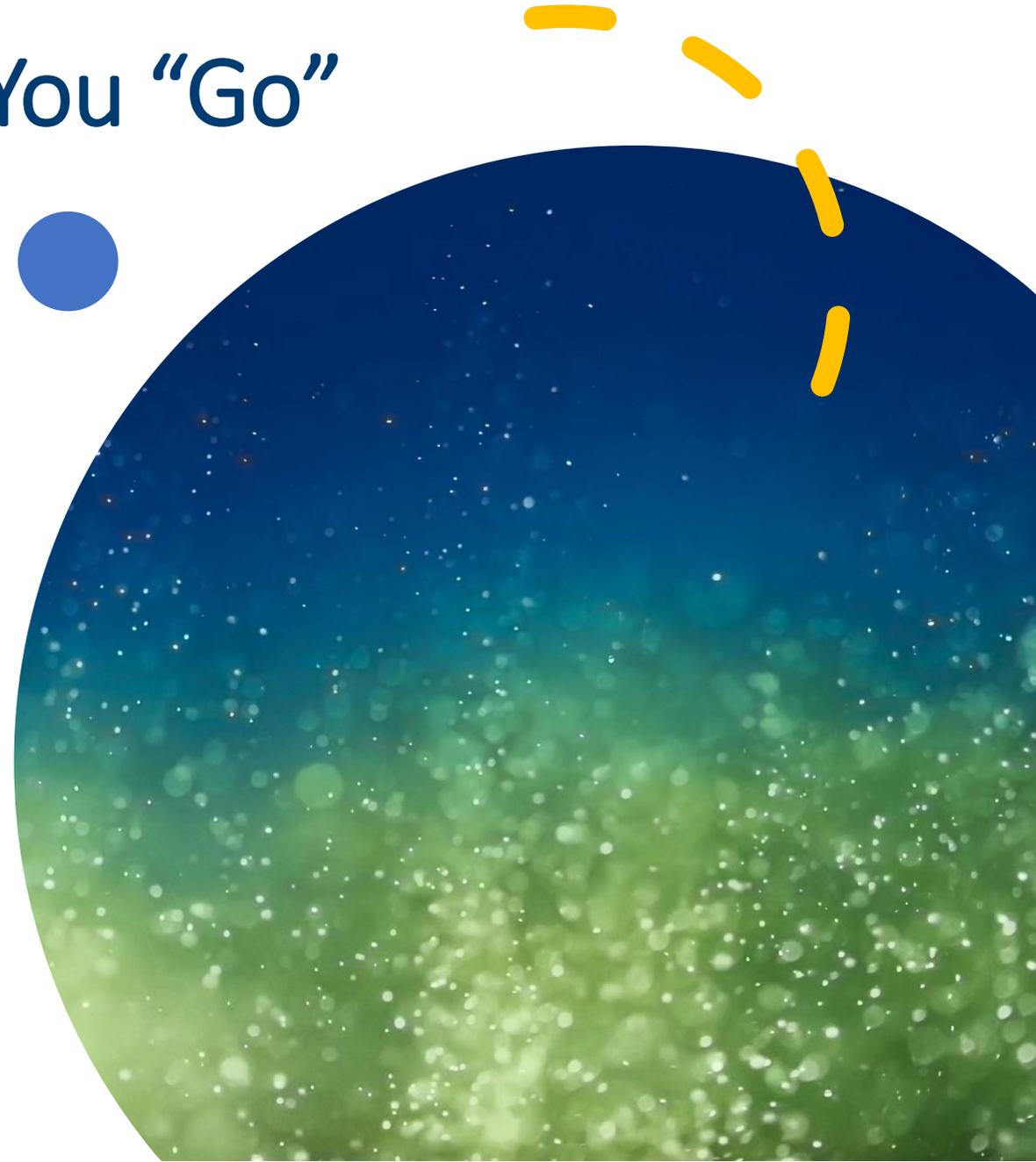
After a bill is scheduled for public hearing, the remote/virtual testimony portal will be open to sign up.

The opportunity to present verbal remote testimony closes 1 hour before the hearing.

Written testimony may be submitted up to 24 hours AFTER the start of the public hearing.

As soon as you know you'll be testifying and what position, SIGN UP

Next slides show you “how to”



# Examples about “signing up”

1. The public hearing starts at 10 AM on a Thursday.
  - The bill gets scheduled for that public hearing the Friday before.
  - You review the bill, decide your position/work with your organization on the position it will take on Monday morning.
  - You sign up for remote testimony on Monday morning.
  - Option to sign up for remote testimony closes at 9 AM on the Thursday of the hearing.
2. A bill is scheduled for public hearing at 10 AM on a Thursday.
  - You plan to submit written testimony (up to 5000 characters total).
  - Option to submit written testimony will end at 10 AM on a Friday.

# Senate Remote Testimony

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## Committee Sign In - Senate Remote Testimony

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Committee:  Meetings:

### How to Register to Testify in a Committee Hearing

1. Select the committee name and meeting date and time, then select the bill for which you would like to testify.
2. Select "I would like to Testify Live During the Hearing." Testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the committee.
3. Ensure your registration information is accurate. It will be a part of the legislative record and used by TVW for online and television graphics.

### Additional Information about Testifying

- Those who have registered for remote testimony will be emailed a link to the meeting. Each link is unique to the registrant. Registrants are prohibited from sharing links.
- You may participate via videoconference or phone. See [instructions](#) on how to connect to the meeting.
- **Be advised: Registering to testify does not guarantee you a chance to speak or speak at specific times. Time constraints, technical issues, changes to committee schedules, etc. could affect your ability to testify.**
- The committee Chair may limit public testimony to as little as one minute per testifier because of time constraints. Be prepared to testify at any point during the hearing.
- Maintain proper committee protocol, which includes waiting to be acknowledged by the committee Chair before speaking and following rules for testimony established by the Chair.
- Committee and technical staff may not be able to address any connection or technical issues you may experience before or during the committee meeting.

Anyone who fails to follow the rules for testimony established by the committee Chair forfeits their opportunity to testify.

### How to Submit Written Testimony

1. Select the committee name and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select "I would like to Submit Written Testimony." Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be made available to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

### Special Accommodations

# First Step: Select the committee

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## Committee Sign In - Senate Remote Testimony

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Committee: **Please Select** ▾

Meetings: **Please Select** ▾

### How to Register

1. Select the committee name and meeting date and time, then select the bill for which you would like to testify.
2. Select "I would like to Submit Written Testimony." Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be made available to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

### Additional Information

- Those who fail to follow the rules for testimony established by the committee Chair forfeits their opportunity to testify.
- You may register for a hearing and then not appear. Registration will close 1 hour before the start time of the hearing. Anyone who does not register before the hearing will not be included in the legislative record and used by TVW for online and television graphics.
- **Be advised: You must be present at the meeting. Each link is unique to the registrant. Registrants are prohibited from sharing links. Registrants are responsible for knowing how to connect to the meeting.**
- The committee meeting will be held on a video conference platform. **to speak or speak at specific times. Time constraints, technical issues, changes to the agenda, and other matters may occur during the hearing.**
- Maintain a professional demeanor at all times. Be prepared to testify at any point during the hearing. Be prepared to testify at any point during the hearing. Be prepared to testify at any point during the hearing.
- by the Chair of the committee. **to speak or speak at specific times. Time constraints, technical issues, changes to the agenda, and other matters may occur during the hearing.**
- Committee meetings are subject to change without notice. **to speak or speak at specific times. Time constraints, technical issues, changes to the agenda, and other matters may occur during the hearing.**

Anyone who fails to follow the rules for testimony established by the committee Chair forfeits their opportunity to testify.

### How to Submit Written Testimony

1. Select the committee name and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select "I would like to Submit Written Testimony." Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be made available to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

### Special Accommodations

## Committee Sign In - Senate Remote Testimony

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**Committee:** Ways & Means **Meetings:** 1/12/2021 4:00 PM

### Select agenda item

- K-12 public schools. (Remote testimony.)
- Higher education. (Remote testimony.)
- Early learning. (Remote testimony.)
- Employee compensation. (Remote testimony.)
- Mental health. (Remote testimony.)
- Human services. (Remote testimony.)
- Natural resources. (Remote testimony.)
- All other. (Remote testimony.)
- SB 5092 Operating budget 2021-2023
- SB 5091 Operating budget, 2nd supp.
- SB 5084 State gen. obligation bonds
- K-12 public schools. (Remote testimony.)
- Higher education. (Remote testimony.)
- Human services. (Remote testimony.)
- Natural resources. (Remote testimony.)

After you've selected the Committee, select which committee meeting date you want.

# Select which bill, and then select “I would like to testify live during the hearing”

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## Committee Sign In - Senate Remote Testimony

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Committee:  Meetings:

### Select agenda item

SB 5096 Capital gains tax

### Select type of testimony

I would like to submit written testimony. >

I would like to testify live during the hearing. >

I would like my position noted for the legislative record. >

### How to Register to Testify in a Committee Hearing

1. Select the committee name and meeting date and time, then select the bill for which you would like to testify.
2. Select “I would like to Testify Live During the Hearing.” Testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the committee.
3. Ensure your registration information is accurate. It will be a part of the legislative record and used by TWV for online and television graphics.

### Additional Information about Testifying

- Those who have registered for remote testimony will be emailed a link to the meeting. Each link is unique to the registrant. Registrants are prohibited from sharing links.
- You may participate via videoconference or phone. See [instructions](#) on how to connect to the meeting.
- **Be advised: Registering to testify does not guarantee you a chance to speak or speak at specific times. Time constraints, technical issues, changes to committee schedules, etc. could affect your ability to testify.**
- The committee Chair may limit public testimony to as little as one minute per testifier because of time constraints. Be prepared to testify at any point during the hearing.
- Maintain proper committee protocol, which includes waiting to be acknowledged by the committee Chair before speaking and following rules for testimony established by the Chair.

## Committee Sign In - Live Remote Testimony Registration

Complete the fields below and press submit to sign up for remote testimony on the following bill/issue:

**Committee:** Ways & Means

**Date/Time:** 1/14/2021 4:00 PM

**Bill/Issue:** SB 5096 Capital gains tax

**Location:** Remote Public Testimony

Required fields are marked with an asterisk (\*).

*This system is used as a roster to show who has registered and wishes to testify remotely. Those who have registered for remote testimony will be emailed a link to the meeting. Each link is unique to the registrant. Registrants are prohibited from sharing links.*

*Please ensure your information is accurate. It will be a part of the legislative record and used by TVW for online and television graphics.*

*There is no guarantee that those who register to testify will be allowed to speak or be able to speak at specific times. Please check Committee Schedules and Documents <https://app.leg.wa.gov/committeeschedules> for updates or changes to committee schedules.*

\*Position:

Please Select ▾

\*Testify:

Yes No

Testify as a Panel?

Yes No

\*First Name:

Once you've checked the "testify live" it will give you a drop down. Fill out completely:

- Position: Pro, Con, Other
- Name
- Email (you will get a unique link)
- Organization
- Address
- City
- State
- Zip
- Phone number (if they need to reach you)
- Check box "not robot"
- Check SUBMIT button

# House process is just the same, but read all instructions

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Committee:  Meetings:

## How to Submit Written Testimony

1. Select the committee and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select "I would like to Submit Written Testimony." Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be sent to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

## How to Register to Testify Remotely

1. Select the committee and meeting date and time, then select the bill for which you would like to testify remotely.
2. Select "I would like to Testify Live During the Hearing." Remote testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the committee.
3. Ensure your registration information is accurate. It will be a part of the legislative record and used by TVW for online and television graphics.

## Additional Information about Testifying

- Those who register for remote testimony will be emailed a Zoom link to the meeting upon registration. Each link is unique to the registrant. Registrants are prohibited from sharing links.
- You may participate via videoconference or phone. See [instructions](#) on how to connect to the meeting.
- **There is no guarantee that those who register to testify will be allowed to speak or be able to speak at specific times.** You may be required to limit your comments.
- Maintain proper meeting decorum, including waiting to be acknowledged by the Chair before speaking and following rules for testimony established by the Chair.
- Committee and technical staff may not be able to address any connection or technical issues you may experience before or during the committee meeting.

Anyone who fails to follow the rules for testimony established by the Chair may forfeit their opportunity to testify.

## Special Accommodations

If you require special accommodation to testify before a committee, please refer to options on the Legislature's Americans with Disabilities Act Information <https://leg.wa.gov/legislature/pages/adainfo.aspx> page.

# When you sign up for “live” testimony, you will get an email with the Zoom links

----- Forwarded message -----  
From: **Senate WM Committee Meeting** <[no-reply@zoom.us](mailto:no-reply@zoom.us)>  
Date: Sun, Jan 10, 2021 at 10:47 AM  
Subject: Senate Ways & Means Committee Meeting Confirmation  
To: *Your Email that you used to sign up*



Hi person's name

Thank you for registering for "Senate Ways & Means Committee Meeting".

Please submit any questions to: [Mary.Cho@leg.wa.gov](mailto:Mary.Cho@leg.wa.gov)

Date Time: Jan 12, 2021 04:00 PM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Passcode: 106833

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :

US: [+12532158782](tel:+12532158782),99449997232# or +13462487799,,99449997232#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Confirmation #2 – confirmation received about ~1 hour before the scheduled event.

----- Forwarded message -----  
From: **Senate Ways & Means Committee Meeting** <[no-reply@zoom.us](mailto:no-reply@zoom.us)>  
Date: Tue, Jan 12, 2021 at 2:57 PM  
Subject: Reminder: Senate Ways & Means Committee Meeting starts in 1 hour  
To: <your name here>



Hi <Your name here>,

This is a reminder that "Senate Ways & Means Committee Meeting" will begin in 1 hour on:  
Date Time: Jan 12, 2021 04:00 PM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:  
[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.  
Passcode: 106833

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or join by phone:

US: +1 312 626 6799 or +1 346 248 7799 or +1 646 558 8656 or +1 669 900 9128 or +1 253 215 8782 or  
+1 301 715 8592  
Webinar ID: 994 4999 7232  
Passcode: 106833|  
International numbers available: <https://leg-wa-gov.zoom.us/j/aeJumlk1Za>

Or an H.323/SIP room system:  
H.323:

162.255.37.11 (US West)  
162.255.36.11 (US East)

# House has same process, different committees

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## Committee Sign In - House Remote Testimony

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Committee:  Meetings:

### How to Submit

1. Select the bill
2. Select "I want to submit written testimony"
3. Provide written testimony

### How to Register

1. Select the bill
2. Select "I want to register for remote testimony"
3. Ensure you are registered

### Additional Information

- Those who have submitted a Zoom link to the meeting upon registration. Each link is unique to the registrant. Registrants are prohibited from sharing their Zoom link.
- You may be required to provide a Zoom link to the meeting.
- **There is no limit on the number of times you can register for remote testimony.**
- Maintain a professional demeanor.
- Committee members may be required to limit your testimony to a specific time.

Anyone who registers for remote testimony

### Special Accommodations

- Please Select
- Appropriations
- Capital Budget
- Civil Rights & Judiciary
- Commerce & Gaming
- Consumer Protection & Business
- Education
- Environment & Energy
- Finance
- Health Care & Wellness
- Housing, Human Services & Veterans
- Labor & Workplace Standards
- Local Government
- Public Safety
- Rural Dev, Agriculture & Natural Resources
- State Government & Tribal Relations

When select the bill for which you would like to submit written testimony.

Written testimony will close 24 hours after the start time of the hearing.

Comments will be sent to legislative members and staff of the committee, and will be included in the legislative record for use as part of testimony summary materials on the bill report.

When select the bill for which you would like to testify remotely.

Remote testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register for remote testimony will not be able to testify remotely.

Remote testimony will be a part of the legislative record and used by TVW for online and television graphics.

Each registrant will be provided a Zoom link to the meeting upon registration. Each link is unique to the registrant. Registrants are prohibited from sharing their Zoom link.

See [instructions](#) on how to connect to the meeting.

**Remote testimony will be allowed to speak or be able to speak at specific times.** You may be required to limit your testimony to a specific time.

Remote testimony will be acknowledged by the Chair before speaking and following rules for testimony established by the Chair.

Remote testimony will address any connection or technical issues you may experience before or during the committee meeting.

Remote testimony will be provided by the Chair may forfeit their opportunity to testify.

## Committee Sign In - House Remote Testimony

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Committee: Capital Budget ▾

Meetings: 1/14/2021 8:00 AM ▾

### Select agenda item

HB 1080 Capital budget 2021-2023

HB 1081 State gen. obligation bonds

### Select type of testimony

I would like to submit written testimony. >

I would like to testify live during the hearing. >

I would like my position noted for the legislative record. >

Can submit written testimony and it becomes part of the official record AND is shared with the committee members and staff. It will NOT be included in the bill report, however.

### How to Submit Written Testimony

1. Select the committee and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select "I would like to Submit Written Testimony." Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be sent to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

### How to Register to Testify Remotely

1. Select the committee and meeting date and time, then select the bill for which you would like to testify remotely.
2. Select "I would like to Testify Live During the Hearing." Remote testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the committee.
3. Ensure your registration information is accurate. It will be a part of the legislative record and used by TVW for online and television graphics.

### Additional Information about Testifying

## Committee Sign In - House Remote Testimony

Return to [House Committee Testimony Information](#)

Committee: Capital Budget Meetings: 1/14/2021 8:00 AM

### Select agenda item

- HB 1080 Capital budget 2021-2023
- HB 1081 State gen. obligation bonds

### Select type of testimony

- [I would like to submit written testimony.](#) >
- [I would like to testify live during the hearing.](#) >
- [I would like my position noted for the legislative record.](#) >

#### How to Submit Written Testimony

1. Select the committee and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select "I would like to Submit Written Testimony." Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be sent to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

#### How to Register to Testify Remotely

1. Select the committee and meeting date and time, then select the bill for which you would like to testify remotely.
2. Select "I would like to Testify Live During the Hearing." Remote testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the committee.
3. Ensure your registration information is accurate. It will be a part of the legislative record and used by TWV for online and television graphics.

Finally, there is an option to just "note your position for the legislative record." This will register your name, organization, and position. It doesn't allow for comments.