

Providing feedback on bills virtually is easy and makes a big impact! If you want to testify on behalf of Washington State PTA (WSPTA), start by reaching out and discussing it with the [WSPTA Advocacy Director](#). After that, you can sign up to testify as soon as the bill has been scheduled for a public hearing. Signups will close one hour prior to the committee hearing.

Sign up to testify virtually:

- Sign up to testify in either the House or Senate, depending on the bill. Use the instructions for the House and Senate Committees:
 - [Link to sign up for a Senate bill](#)
 - [Link to sign up for a House bill](#)
- After signing up to testify, you will be emailed a unique link to the committee meeting. Keep this email where you can find it the day you need to testify.
- Make sure to add the date and time to your calendar! (This is also a good place to store the link on the date/time.)
- Prepare your testimony in advance (most testimony will be 60-120 seconds). Please submit it for review and/or preparation at least 24 hours in advance of the public hearing. If you have never testified before, WSPTA will support you through the entire process.
- Write testimony for 2 minutes, but be prepared with a 90-second and a 60-second version. Highlight words or phrases you want to make sure to mention when testimony gets shortened.
- Practice, practice, practice! Familiarize yourself with the material and make sure your 60, 90, and 120 second versions can be made within the time limit without rushing.
- You are ready to testify!

Based on last session's experience, what happens the day of testimony?

- Login to the meeting using the unique link in the email you received from the committee.
- Make sure your Zoom name identifies you as a WSPTA representative (First name Last name, WSPTA) and that you have the Washington State PTA virtual background ([download here](#)).
- When you join the meeting, you will be an attendee in a webinar format. When it is close to your turn to testify, you will be elevated to a panelist. It may take up to a minute for you to rejoin the session as a panelist in the "waiting room." Don't panic if the screen goes blank.
- When you are in the waiting room, make sure your video and audio are off, but be ready to turn them both on when they call you. When finished speaking, turn your mic and video off.

- Be ready to adjust the length of your remarks based on comments from the committee chair. It is good to prepare 60, 90, and 120 versions so you are able to respect the amount of time the committee chair gives you.
- It is important and respectful that you stay within the time allotted per speaker. There should be a speaker clock counting down in the background, so keep an eye on your time. And if you don't see the countdown, please use your phone or watch the clock to stay within time.
- Do not disconnect from the hearing until after the chair has asked committee members if there are any questions and dismisses you from the hearing.
- Even if you have a link to testify, the committee time may run out. House committee meetings are capped at 1 hour and 45 minutes; Senate committee meetings are capped at 2 hours. This time includes committee staff briefings on the bills up for public hearing, the time getting testifiers "on deck," and the time lapses before people start speaking. The good news? If you don't testify live, WSPTA can submit your testimony as "written testimony" up to 24 hours after the committee hearing starts.
- Be aware that all committee meetings will be televised by TVW and can be found on the day of at twv.org or in the TVW archives.