

Supporting Oregon's Public University Students



How to testify in front of the legislature

How to prepare to testify:

- Confirm with the OCOP team that you plan to testify and whether you will deliver testimony in person or virtually. The OCOP team will register you to testify in person or virtually.
- Use the provided testimony template to write your testimony ahead of time, making sure to personalize it to explain why funding Oregon's public universities is important to you.

What to do before the public hearing begins:

TO TESTIFY IN PERSON:

- Plan to arrive at the State Capitol in time to find parking and enter the building through a security checkpoint. The State Capitol is under construction, and parking nearby may be limited.
- All committee hearings are taking place on the first floor of the State Capitol. Enter through the doors at the center of the building on State Street.
- Make your way to the assigned committee hearing room and wait until your name is called. Once your name is called, make your way to the front of the room where you will deliver your testimony.

TO TESTIFY REMOTELY:

- You will have received a MS Teams meeting link and a phone number to join the meeting via email ahead of time.
- Use the MS Teams meeting link or phone number to join the committee or subcommittee meeting at least 5 minutes prior to the meeting start time.
- If you are joining the meeting using an MS Teams link:
 - Join the meeting with your camera off and microphone muted and stay in that mode until you are called on by the Chair to speak.
 - If you are not familiar with MS Teams, spend a few minutes reviewing the user interface ahead of time. This link may be helpful: [Join a meeting in Teams](#).
- If you are joining the meeting by phone:
 - Join the meeting with your microphone on mute until you are called on by the Chair to speak. At that time, press *6 to unmute.
 - Be aware that when you call in, your phone number will be displayed on the live stream of the committee or subcommittee meeting.

What to do during the hearing:

- Follow any instructions from the Committee Chair for your testimony. This may include a time limit; in some cases, a timer may be used to indicate when you need to finish.
- If you are not available when it is your turn to speak, or you are testifying remotely and have technical difficulties, you may submit your testimony in a written format up to 48 hours after the scheduled start time of the committee meeting at which you planned to testify.

IF YOU ARE TESTIFYING REMOTELY:

- During the hearing your camera and microphone should be off/muted until you are called upon to testify.
- If you are watching the meeting live stream on the [Oregon Legislative Information System \(OLIS\) website](#), close the live stream when public testimony begins and listen to the meeting on MS Teams or your phone instead (live streams have a time delay, and you may miss your name being called).
- When the Chair calls on you to speak, turn on your camera (optional) and microphone (*6 on your phone to unmute) and provide your testimony.
- When you are done with your testimony, turn off your camera and mute your microphone/phone. You may leave the meeting and continue to watch the meeting on the OLIS live stream.

The Chair may ask that you remain at the witness table or stay in the MS Teams meeting when your testimony is done to answer questions from committee members.

What to expect when delivering testimony:

- Some members might interrupt you to ask questions during your prepared testimony. You can pause your prepared remarks and answer. If your answer is in your written testimony later, skip it when you get to that point. (It's best not to say, "I was going to cover that later . . .")
- Always direct your answers to questions through the committee chair. For example, in response to a question from Sen. Potter, say, "Mr./Madame Chair, Senator Potter . . ."
- Answer questions briefly, simply, and directly. If you do not know the answer, SAY SO and offer to send the answer the committee chair.
- Committee members often come and go from committee hearings. Do not be offended if a member has to leave during your testimony or arrives late.

It's the Little Things That Count

- Be confident! Legislators want to hear from you. That's why you're here.
- Dress neatly in appropriate business attire.
- Sit up straight. Try to control your nervousness. Do not chew gum, especially if you are nervous.