

Hawai'i State Senate
Special Session 2021

3rd Special Session – Senate Committee Hearings

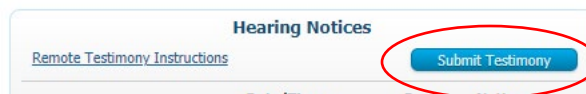
Due to the COVID-19 pandemic, the State Capitol building is closed and in-person attendance at Senate committee hearings is suspended. All Senate special session committee hearings will be conducted virtually using Zoom until further notice. However, there are many ways for you to follow the action and participate:

- **Livestreams.** All Senate committee hearings and floor sessions will be streamed live on YouTube. Visit the Legislature's [Live & On-Demand Video webpage](#) to access the Senate YouTube channel.
- **Testimony.** The Senate standing committees will be accepting both written and remote testimony via Zoom. This remote testimony option will allow broader participation by those who were previously unable to get to the State Capitol to testify in person.

Anyone interested in submitting written testimony or testifying remotely on a measure scheduled for a public hearing should register for an account on the Legislature's website and use the online testimony form.

- To register for an account: <https://capitol.hawaii.gov/login/register.aspx>
- To access the online testimony form: Sign in to your account then click on a submit testimony button:

On Special Session page:



On Homepage:



If you do not have internet access or need assistance to [create an account](#) or navigate the testimony process, contact the Legislature's Public Access Room (PAR) at (808) 587-0478 or par@capitol.hawaii.gov. You can also visit PAR's website (<https://lrb.hawaii.gov/par/>), which has video tutorials, step-by-step instructions, and reference information about the legislative process and how to participate.

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Remote Testimony Instructions

Make a Request to Testify Remotely

If you wish to testify via videoconference during the hearing, you must also submit written testimony. Use the Legislature's website (www.capitol.hawaii.gov) to submit your written testimony and follow the instructions listed below.

Confirm that the name you enter in the "Testifier's Full Name" field includes your first and last name and reflects how you will identify yourself in Zoom. The field will initially show the name saved in your account information. Please edit the text if necessary.

Testifier's Full Name

(First and Last)

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

When asked, "How will you be testifying?" select the radio button labeled "Remotely via Zoom during the hearing & submitting written testimony."

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

Remotely via Zoom during the hearing & submitting written testimony

Written testimony only

- All testimony received by the Hawai'i State Legislature is posted on our website and will be available to the public. Please do not include information that you do not want disclosed publicly.
- All videoconference testifiers must submit their written testimony and make a request to testify remotely prior to the hearing.
 - In the **Senate**, you must submit your request at least 24 hours prior to the start of the hearing. Late requests to testify remotely via Zoom may be made by contacting the [committee](#) directly and will be handled on a case-by-case basis.
- **Help and Support.**
 - For general help with navigating the legislative and committee hearing process, please contact the Public Access Room at (808) 587-0478 or par@capitol.hawaii.gov or visit PAR's website at <https://lrb.hawaii.gov/par/>.

- For special assistance: If you need an auxiliary aid/service, other accommodation, or are unable to submit testimony via the website due to a disability, please contact the committee directly:
<https://www.capitol.hawaii.gov/committees/committees.aspx?chamber=all>

After You Submit Your Request to Testify Remotely

A few minutes after submitting Special Session testimony, you will receive a confirmation email that details your submission, including information confirming your request to testify remotely (if applicable). For Special Session measures, you will not be able to access your previously submitted testimony via your account on the Legislature's website.

- If we can accommodate your request to testify via Zoom, you will receive an email with the Zoom link for the hearing the afternoon before the hearing. This link is for your use only. Do not share the Zoom link with anyone.
- The number of videoconference testifiers and/or time allotted to each testifier may be limited by the Chair when necessary to adhere to the committee hearing schedule. Committees will accommodate as many remote testimony requests as reasonably possible during the time allotted for the hearing. However, we cannot guarantee that everyone who requests to testify remotely will be given access to the Zoom meeting link, or that everyone who is given the Zoom meeting link will have an opportunity to speak during the hearing.
- If we are not able to accommodate your request to testify, the committee will notify you via email.
- If you requested to testify remotely but you are no longer able to attend the hearing, please contact the [committee](#) directly to notify them.

Before the Hearing

The Zoom meeting will begin 20-30 minutes prior to the scheduled start time for the hearing. Please join the meeting early so we can admit all participants from the waiting room before the hearing begins.

- Please join the Zoom meeting using the first and last name you provided when submitting your written testimony via the Legislature's website. This is how we will identify you in the waiting room. Only testifiers who follow the registration process outlined above will be allowed to join the Zoom meeting.

If you're not familiar with Zoom, please spend a few minutes reviewing the user interface ahead of time. These links may be helpful:

- [Joining a meeting](#)
- [Attendee controls during a meeting](#)

During the Hearing

All testifiers must utilize their **computer audio** to participate and we strongly encourage you to share your video when testifying.

- This [link](#) explains how to test your computer speaker and microphone
- Please make sure your **CHAT PANEL IS OPEN** for the duration of the hearing and check it often.
 - Legislative staff will use the chat function to communicate with you during the hearing.
 - If you have questions or run into technical problems, you can use the chat feature to send a message to the host of the meeting.
 - Please keep the chat traffic to a minimum and to technical questions only. No comments about the subject matter, please. Our staff will do their best to assist you but may not be able to respond to all chat messages.
- During the hearing your mic and video camera should be muted/stopped unless it is your turn to testify. Legislative staff may mute participants or stop your video as necessary.
- Testifiers will not be allowed to testify while driving.
- When it is your turn to testify:
 - You will receive a request to share your video shortly before it is your turn. Please accept the request.
 - When the Chair calls on you, please unmute your microphone, pause for a moment, then begin addressing the committee.
- If you do not respond or encounter technical problems when the Chair calls on you, you may not be able to testify.

Additional Tips and Reminders

- To help ensure successful participation in the hearing, please test your audio and video before joining the meeting and check the chat panel frequently until it is your turn to testify.
- Your internet speed will affect the quality of your audio and video in the meeting. The Legislature will not be responsible for users' connection issues and technical problems. We recommend joining the meeting from a hard-wired broadband internet connection whenever possible.
- To prevent audio feedback, the sound for any livestream or cable broadcasts of the hearing you have running in the background must be turned off or muted when it is your turn to testify (There will be a 20 to 30 second delay from the Zoom meeting to the livestream).
- You are participating in a public event that is being broadcast live. The Zoom audio/video of the hearing will be part of the public cable broadcast and/or livestream via the internet. Please minimize background noise and consider what is visible in the background of your webcam.

- Please do not use a background, whether actual or virtual, showing any material that may be copyrighted, including material to which you own the copyright. Any such backgrounds may be in violation of YouTube policies and will result in your video being turned off or not allowing you to testify.