

## How to Watch & Listen to Hearings/Work Sessions

All hearings and work sessions are streamed live at [www.legislature.maine.gov](http://www.legislature.maine.gov) or viewed at [www.youtube.com/mainestatelegislature](http://www.youtube.com/mainestatelegislature). Persons who require accommodations and want to participate in a legislative session should notify the Legislative Information Office as soon as possible: 207-287-1692 or [lio@legislature.maine.gov](mailto:lio@legislature.maine.gov).

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## How to Provide Testimony this Session

If you would like to provide **oral testimony** before the committee, you should register through the online portal ([linked here](#)). If you have already requested to testify in upcoming public hearings, you **do not** have to re-register through the portal.

If you are looking to **only provide written testimony**: you upload the document, or type your comment in the provided space. Make sure to fill out all required fields, but leave the “I would like to present my testimony live” box unchecked.

If you are looking to **only provide oral testimony**: do not upload any documents, and check the “I would like to present my testimony live” box. Make sure to fill out the required fields, and that is it! You can be sure the process was successful when you receive an automatically generated email with the link to register for the Zoom webinar.

If you are looking to provide a copy of your remarks, but **do not have them prepared when you register for oral testimony**: go through the form as

if you had no written testimony. Then, when your written remarks are ready, go through the portal a second time and submit the testimony. It is not necessary to click the “I would like to present my testimony live” box more than once for any given LD. You should avoid typing in the comment box things like “I will submit my remarks later.” The portal will assume what you typed was testimony, and it will get posted online automatically.

If your written testimony addresses multiple LDs being heard on the same day, you will need to complete a separate submission form for each LD for which you are submitting written testimony and/or signing up to provide oral testimony. You will only be signed up for, and your testimony will only be posted for, the LD’s you specifically select. At this time, your testimony to other LD’s that may be indicated in the body of your written testimony cannot be added.

Finally, if you submit duplicate copies of your testimony, **each copy will be posted**. If you realize after submitting your remarks that you made an error, and you submit revised testimony, **each copy will be posted**. Committee staff do not control this process, so please look over your document first to be sure it is correct.

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## **What to expect when joining a virtual Public Hearing**

1. When you receive an invitation to a Zoom meeting (Public Hearing) you will be asked to click a link to register. Once you have registered, you will receive another link generated by Zoom to join the meeting. Wait until the day of the meeting to click the link to JOIN. If you have difficulty finding the invitation on the day of the meeting don’t worry. A reminder will be sent on the morning of the meeting with the link attached.

2. When you click the link to join the meeting, you will be in a WAITING ROOM. You will be able to see and hear the committee members who have joined so far, but you will not be seen or heard. The host will be watching who is in attendance in the waiting room.
3. **When it is time for your testimony:** The Chairs have a list of all who are scheduled to testify. They will indicate to the host to admit the next in line to testify (typically, 2 or 3 at a time will be brought into the meeting). During the transition from the waiting room to the meeting, you will see a box with a blue spooling circle and a message saying “Joining”. BE PATIENT! This may take 5-7 seconds. When you can see the participants again, you will be in the meeting and will be able to see yourself on screen. Please remain muted until you are called on to speak. After you have given your testimony and answered any questions the committee may have, you will be returned to the waiting room. Expect the same 5-7 second delay on your return. When you can see the participants again, you are back in the waiting room. You can remain there for the rest of the hearing or leave by clicking the red END button in the lower right hand corner of the screen. The same link will be used for the entire day as it is connected to each committee's YouTube channel.