

## How to Testify Telephonically

**Please note: We do not publish the telephone numbers for public testimony.** If you can't attend in person, please call a Legislative Information Office (<http://akleg.gov/lios.php>). Testifying for the first time can be intimidating and you may have questions. We want to help you provide the best testimony possible. Give us a call and we will discuss procedure, what to expect and help get you connected to the teleconference.

- If possible, visit your local LIO to participate in teleconferenced hearings. LIOs act as an extension of the formal committee room for hearings.
- If you wish to testify during a legislative hearing, but are unable to attend in person, please contact the Juneau Legislative Information Office at 907-465-4648. We will assist you with how and when to connect to the teleconference for the hearing of interest to you.
- Before you call, know the bill number and committee you will be addressing.
- The chair will announce the time limit for testimony. If you go over time, your phone line may be muted by the chair out of respect to others waiting their turn.
- Please call to be connected 5 to 10 minutes prior to the scheduled start time. This relieves call congestion and cuts down hold time.
- When it is your turn to testify:
  - Your name will be called and you will hear the audio prompt, "Your line is unmuted."
  - State your full name, where you are from, and your affiliation.  
*"Madam/ Mr. Chair and members of the committee, my name is \_\_\_\_\_, I am from \_\_\_\_\_ and am representing (myself, business or organization name)"*
  - Provide your testimony.
- When you are finished with your testimony committee members may ask you questions. If there are no questions and you have access to the internet, please disconnect your phone and stream the remainder of the meeting at [akleg.gov](http://akleg.gov) (this helps free up phone lines for other testifiers).

## Tips for using our Teleconference System

- When calling in to testify, **do not use a speaker phone**. Speaker phone audio quality is poor and makes it difficult for legislators to understand you.
- **There will be periods of silence – don't hang up!** Prior to a meeting beginning the line will be silent. Be patient and wait for the meeting to begin. After the meeting begins, the committee may take an "at ease". The line will be silent when the committee is not on the record.
- Ensure you are in a quiet setting when testifying. **Background noise diminishes the quality of your testimony**. If you are inaudible, the chairman may ask you to try and remedy the situation. If it is not improved, they may ask you to submit written testimony instead.
- Written testimony may be provided if time doesn't allow you to wait. Written testimony should be directed to the committee. Committee email addresses are located here: <http://akleg.gov/docs/excel/Committee-Email-Addresses.xlsx>
- If you need further assistance, contact the Juneau Legislative Information office at 907-465-4648.