



TIPS FOR TESTIFYING

Testifying before a public commission and its members can be intimidating but Commission members want to hear from you. Consider these tips as you prepare to appear in front of us.

1. **Do not read your testimony.** Instead imagine having a conversation with the Commission members. It will be far more interesting to them and you. Use examples and brief stories to highlight your point.
2. **Be sure to introduce yourself.** It is important for the Commission members to know who you are and what organization or group you represent.
3. **Identify the issue.** To help the Commission better record your comments, after you introduce yourself, indicate that your comments will address either a) Information and Access; b) Quality, Workforce and Professional Development; c) Sustainability; d) Crosscutting Issue; and e) Other.
4. **Speak clearly and loudly.** A microphone will be at the table so that all Commission members and those in the audience can hear you.
5. **Summarize your key points.** You can always remind the Commission members that you have submitted more detailed testimony for their information and review.
6. **Keep your comments to 3 minutes.** Out of fairness to others who are waiting to speak, it is important for the Commission to establish a time limit for hearing testimony.
7. **Bring copies of your written testimony.** Copies help facilitate the review process and will be included as part of the public record.