



Lobbying the Montana Legislature From Your Home

How to testify remotely:

1. **If you want to testify remotely, you must register on the legislative services website by 5 pm the day before the hearing.**
 - a. You can register to testify here: <https://leg.mt.gov/public-testimony/>
 - b. When you register, you must fill in the box regarding written testimony. You can:
 - i. Include a written copy of your testimony or relevant attachments or
 - ii. Write in the box that you have no written testimony to submit.
2. **The registration form** allows you to say whether you want to testify via phone or computer. If you register to testify via computer, the committee will not see your video feed – only your name and Zoom profile photo if you have one.
 - a. If you want to add a photo to your Zoom account so that legislators can see you (it adds a personal touch to an impersonal online format), login to your Zoom account on the web, click “Profile” and add a photo by clicking “change” and then upload the photo you want to use.
3. **After you register**, you will receive a receipt via email. This only confirms your registration. On the day of the hearing, you will receive the Zoom link or phone number for the hearing.
4. **On the day of the hearing**, click on the link that was emailed to you that day (if you do not receive the email, check your spam folder).
5. **During the hearing**, they will ask for proponents of the bill followed by opponents. You will need to click on the “raise your hand” function at the bottom of the screen when they call for proponents or opponents. If you are on a phone, dial *9 to raise your hand.
6. **When the hearing administrator calls on you to testify**, you must unmute yourself. To unmute on Zoom, click the microphone button on the lower left of the screen so the red line through the microphone image disappears. On the phone, unmute yourself by dialing *6.
7. **When you testify**, always address your comments to the Chair and the Committee, followed by your name, how to spell your name, and where you are from.
 - a. For example, start your testimony by saying, “Mr/Madame Chair, members of the committee, my name is ----, that is spelled ---. I am from ---.”

8. **When testifying**, try to limit your comments to 3 minutes (about one, double-sided typed page). Try not to repeat what others have said. Use personal stories whenever possible.
 - a. View MEIC's resource on testimony [by clicking here](#).
9. **After you testify**, stay until the hearing is over in case a committee member has a question for you. If you get asked a question, always respond by addressing the committee Chair first followed by the committee member who asked the question (i.e., "Mr. Chair, Senator ---, thank you for your question").

Calling a legislator or the legislative services desk:

- If you call the legislative services desk, you can leave a message for a committee or for up to ten legislators at a time.
 - Leave phone messages between 7:30 am and 5 pm: 406-444-4800
- Have a script of what you would like to say. You are likely to get a receptionist who will take your message or the legislator's voicemail. Please be respectful and keep your message short.
- Here's what to say:
 - Say your name and where you are from.
 - Provide a bill number and a very brief description.
 - Be brief, honest, explicit, and courteous.
 - Try to provide a personal perspective.
 - Don't overstate your case and always admit it if you don't know an answer.
 - Thank them for their time.
 - Follow up with any information you promise to provide.
- If you talk to a legislator or they call back, address them as Senator or Representative.