



## How to Testify Orally at a Virtual OHA Board of Trustees Meeting

### Prior to the virtual meeting:

- Register to testify orally at a virtual meeting of the OHA Board of Trustees. Registration will **close one (1) hour prior** to the start of the meeting. Once you have completed your registration, a confirmation email will be sent to you with a link to join the virtual meeting. **Please use the link to join the virtual meeting.** Registration links change for each virtual meeting. Please check the following meeting schedule websites for the most current registration link:
  - Board of Trustees meeting: [www.oha.org/bot](http://www.oha.org/bot)
  - Committee on Resource Management (RM) meeting: [www.oha.org/rm](http://www.oha.org/rm)
  - Committee on Beneficiary Advocacy & Empowerment (BAE) meeting: [www.oha.org/bae](http://www.oha.org/bae)

### Join the virtual meeting:

- Click on the **link** provided in your confirmation email to join the virtual meeting. The virtual meetings will be held on Zoom Webinar. You will be prompted to download or launch Zoom.
- You can download the Zoom app at: <https://zoom.us/download>  or from the Apple Store or Google Play Store.
- If you choose to join the virtual meeting using a web browser instead of the Zoom App, use Google Chrome for best results. 
- Test your computer speakers and microphone to ensure it is working properly. Click [here](#) to see a tutorial and instructions on how to perform the test.

### Providing Oral Testimony at the virtual meeting:

- Public testimony should be limited to matters listed on the meeting agenda and will occur during the Public Testimony portion on the agenda. Oral testimony online will be limited to **five (5) minutes**.
- Wait to be called and unmuted. Your microphone will be automatically muted when you enter the meeting. Your name will be called and your microphone will be unmuted when it is your turn to testify.
- If you are not audible, you will be muted and the next testifier will be called.
- State your name, organization (if applicable), agenda item(s) you are testifying on and your position (support, oppose or comment) on each of the agenda item(s).
- A chime will sound when you have 30 seconds left and a second chime when your testimony time expires.
- Your mic will be automatically muted once you have completed your oral testimony or if your allotted time for testimony expires.
- Please visit [Zoom's Help Center](#) for information and tutorials on a variety of topics, including troubleshooting issues you may encounter.