



To protect, preserve, and promote the health and well-being of all Boston residents, particularly those who are most vulnerable.

**Intergovernmental
Relations**

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Tips for Testifying at a Public Hearing

Testimony Should Be

Succinct, one page written and three minutes verbal.

Direct, state the issue the bill addresses, the impact of the issue, and what the proposed solution will do to the problem or its impact.

Simple, you may be the expert who can drilldown to small detail but your audience is not. Make this so a novice can understand. Do not use acronyms or industry jargon.

Verbal and Written Testimony Combination

Verbal with accompanying written testimony is optimal. Written is powerful as well if you are unable to testify in person.

Verbal testimony is most powerful when you are comfortable enough with it to speak with just glances at your notes or written testimony instead of reading it verbatim. You can submit more detail in written form if you need to.

Testimony Should Include

- Title line/Header, Testimony of Your Name, Title, Program, Organizations, Before Committee Name, and Date
- Greeting to the Chairs of the Committee and the Committee Members, ex. Good morning Chairs Smith and Jones and members of the Committee on Public Health
- Clear statement of your position: "I/We support/oppose HB123"
- Factual arguments and data to support your position
- Personal story or experience to humanize the impact the bill would have. This can be your own personal story or an experience from your professional involvement.
- The combination of data with a story is a very powerful one. Use both when you are able.
- Conclusion that repeats your position and highlights one or two reasons.
- Thank the committee for giving you their time and consideration.