

**GUIDELINES FOR TESTIFYING AT
SENATE BUDGET AND APPROPRIATIONS COMMITTEE
PUBLIC HEARINGS**

- In order to accommodate as many witnesses as possible, some variations in the time schedule may be required:
 - a) Those scheduled to participate during the late afternoon session at the **in-person hearing at New Jersey Institute of Technology on March 19, 2024** should arrive at the beginning of their assigned time period to avoid missing the opportunity to testify should the hearing adjourn early.
 - b) Those persons scheduled to participate during a session at the **remote, video conference hearing on March 26, 2024** are asked to log into the session within the hour prior to the start of the session to guarantee participation.
- Oral testimony will be limited to **three minutes**.
- In order to facilitate the operation of the hearings, those persons wishing to present written testimony are asked to submit the document in advance to SBABudgetHearings@njleg.org.
- Written testimony should include the name of the person(s) speaking, organization name, address, phone number, and email address. Written testimony submitted to the committee will be made public on the Internet and become part of the permanent record. Personal contact information will not be made public.
- In the event you cannot appear to testify, you may email: SBABudgetHearings@njleg.org or mail your testimony to the Legislative Budget and Finance Office, State House Annex, P.O. Box 068, Trenton, New Jersey 08625-0068.
- You will be allowed to testify at **one** Senate public hearing. Those participants from statewide or national organizations with multiple chapters, offices, locations, etc., should consolidate their efforts and select one person to represent the organization.