

## Tips for Successful Public Testimony

**Arrive early.** Be sure to sign up to testify. The earlier you sign up, the earlier you speak.

**Identify yourself.** You will be asked to verbally provide your name and address before testifying. If you are the spokesperson for a group, identify the group or organization, and how you represent them, for example: “President of the XYZ Neighborhood Association.”

**Public testimony is limited to comments relevant to the MovingAhead project.**

**Public testimony is not a dialogue.** Make your presentation, but don’t expect direct answers to your questions, a discussion session or follow-up questions.

**Know what you are talking about.** Keep it simple. Present key information. Clearly state your position. Give clear examples. Citing data is good. Speak to your own experience. Remember the three-minute time limit.

**Address issues, not people.** Focus your comments on the process, project and the ideas you support or disagree with.

**State your desired outcome.** State what you want to happen as a result of your testimony. Offer creative and feasible solutions.

**Think about what you want to say before the meeting.** What issues do you want to raise? Write down your thoughts, using words that are “natural” for you. If you think you will be uncomfortable speaking at the public hearing, you could practice speaking in front of a mirror.

**Visualize yourself speaking to the group.** Imagine yourself speaking; your voice is loud, clear and confident. When you visualize yourself as confident, you will be confident!

**Realize that people want to hear what you have to say.** You bring a unique perspective to the discussion. People want to hear about your experiences.

**Focus on your message.** If you have anxiety speaking in front of large groups, try to focus your attention away from your own anxieties and instead focus on your message and the people you are talking to.

**Use notes.** If you have important points you want to be sure to cover, jot them down on an index card, notepad or the other side of this handout. Your notes will help you stay focused on your message.

**Relax.** Take a deep breath to ease your tension. Remember, you have important information and insights to share.



**MovingAhead**  
**Joint Public Hearing**  
*sponsored by the Eugene City  
Council and LTD Board of Directors*

Monday, October 21 - 7:30 p.m.  
Harris Hall, 125 East Eighth Avenue

*Open House before the public  
hearing 5-7 p.m. in the lobby.*

## Example Format for Public Testimony

*Reminder: You will have 3 minutes to provide spoken testimony.*

*First, Identify yourself:*

- **Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Group you represent and your role:** \_\_\_\_\_

*The investment packages being considered include: Enhanced Corridor Package; Package C; Package D; Package E; and EmX Package. As applicable for each package, please state the following:*

**I do (OR) do not support Package \_\_\_\_\_, because:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

-- OR --

**I support Package \_\_\_\_\_, with the following modifications:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**because:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Other points I believe are important for you to know:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Thank you.**