

House Higher Education Budget Committee – Conferee Testimony Rules - 2021

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COMMITTEE TESTIMONY COVER LETTER

1. Complete this cover letter. Email me **ASAP** with a copy of the cover letter or, at minimum, the information requested on the cover letter in order to be added to the agenda.
2. I need an electronic copy of the testimony at least 24 hours in advance of the testimony date.
3. Please email it to me: (1) Cover Letter and (2) Testimony. These are two separate documents.
4. Please use the following name convention in your email: HB#.Name.Date.Position (Proponent, Opponent, Neutral - choose one). [Example: HB1234.Tom Smith.1-13-21.Pro]
5. Hard copies of your testimony are no longer necessary. All testimony will be uploaded to the Legislative website to the House Higher Education Budget Committee web page prior to the hearing.

THE PDF MUST FOLLOW YOUR VERBAL TESTIMONY IF APPEARING IN PERSON.

Please use this as a separate cover letter when submitting your PDF testimony.

BILL #: _____

Date of Testimony: _____

Person & Title for individual Testifying _____

If written testimony is on behave of, please indicate

Agency Represented: _____

Phone Number: _____

Email: _____

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Please check one: Proponent _____ Opponent _____ Neutral _____

Please check one: Speaking _____ Written Only _____

Please check one: In person at Committee _____ Virtually via Webex _____

If you are testifying via WEBEX, be sure to provide your email address so I can email you the WEBEX link prior to the Committee meeting.