

**Joint Committee on Higher Education
Governance, Excellence, and Transparency**

2011: Guidelines for Invited Witnesses

Thank you for accepting our invitation to present Oral and Written Testimony as an **Invited Witness** at the Joint Oversight Committee on Higher Education Governance, Excellence, and Transparency (HEGET) hearing on Monday, October 17, 10 a.m., E1.030. To ensure a successful, informative, yet timely hearing, we developed the following guidelines that should facilitate your preparation and presentation.

Generally, **Invited Witnesses** are asked to limit Oral Testimony to 15 minutes (unless otherwise arranged) *and to* submit Written Testimony electronically five business days before the hearing (in this case, Monday, October 10, Noon).

Please review these guidelines and contact the Senate Higher Education Committee staff via 512/463-4788 or ashlee.pena@senate.state.tx.us or the House Higher Education Committee staff via 512/463-0782 or dustin.meador_hc@house.state.tx.us if you have any questions or need assistance.

I. Oral Testimony:

- A. Begin your testimony by stating your name, title, and whom you represent.
- B. Limit Oral Testimony to 15 minutes. Members will be invited to ask questions after your testimony. If they interrupt you, your time will be extended. The Question and Answer exchange is not included in your 15 minutes.
- C. Focus your testimony on the charge for the hearing, particularly the part of the charge you were asked to address and your recommendations for new or amended laws, agency roles, or funding priorities. A copy of the charge is included with the attached preliminary draft of the agenda.

- D. Please do not read your Written Testimony verbatim to the committee. Members will have copies of it and will reference it during your Oral Testimony.
- E. If you require arrangements to accommodate a disability or religious conviction, please contact the Senate and House staff as soon as possible, preferably five business days before the hearing. We will do our best to provide reasonable accommodations.

II. **Written Testimony and Profile:**

- A. Invited Witnesses are required by committee rules to submit Written Testimony.
 - 1. Written Testimony should be submitted electronically via ashlee.pena@senate.state.tx.us and dustin.meador_hc@house.state.tx.us five business days before the hearing (in this case, Monday, October 10, Noon).
 - 2. The committee staff will duplicate your Written Testimony and provide advance copies to the members so that they will be prepared to ask questions after your Oral Testimony. It also will be posted on our website after the hearing.
 - 3. Members also will receive biographical information about you. Please submit your photograph and profile with your Written Testimony. (This precludes your having to use your time for this purpose.)
- B. Written Testimony should reflect the following format:
 - 1. 8.5x11 portrait (vertical) layout.
 - 2. Times New Roman, 14 pt.
 - 3. Page numbers.

4. Black and white.

C. Written Testimony should include the following information:

1. Your name, title, institution or organization you represent, address, telephone number, and email address.
2. Date on which materials were submitted to the committee staff.

III. PowerPoint Presentations (Optional):

A. General Format:

1. Your name, title, institution or organization you represent, address, telephone number, and email address should be on the first slide of your presentation.
2. Save presentation on a Windows XP compatible USB (2.0) removable storage device.
3. Be sure your presentation is Office 2003 compatible.
4. Do not include sound effects, they can be distracting and cannot be heard by online or television viewers.
5. Submit your presentation electronically with, or in lieu of, Written Testimony via ashlee.pena@senate.state.tx.us and dustin.meador_hc@house.state.tx.us five business days before the hearing (in this case, Monday, October 10, Noon).

B. Slide Format:

1. Number each slide in the lower right-hand corner.
2. Times New Roman.

3. 30 pt minimum (for readability of presentation and of related handouts, which may be printed three or six slides per page).
4. Caps and lower case. Avoid or minimize using ALL CAPS (for readability).
5. High contrast between text and background colors that make text and graphics easy to read for television and online viewers. Copies will be printed in black and white.