

## **Guidelines for Speaking at Public Hearings:**

CMS encourages participation from the public during the public hearing portion of advisory committee meetings. A specific time allotment is scheduled at each of these meetings, so that individuals may have an opportunity to express their views.

If you wish to address the committee, please observe the following guidelines:

1. Submit your wish to participate orally or in writing by providing your name, address and telephone number to the designated CMS staff person listed in the *Federal Register* notice announcing the advisory committee meeting. In addition, please state the general nature of the presentation and the approximate time desired. If you are speaking on behalf of an organization or group, please include the name of the group and a brief description. Also, if you are a member of a group that will have more than one presenter, please list each presenter's name, address and telephone number. This notification may be submitted by FAX or telephone and should be received by CMS not later than the deadline date listed in the *Federal Register* notice announcing the advisory committee meeting. CMS staff will make every effort to accommodate requests to speak from individuals received after the deadline listed in the Federal Register notice. However, this may not always be possible and will depend upon the number of requests to speak.
2. Submit a copy of all written information to be discussed during the meeting in advance to the designated CMS staff person; this material may be distributed or mailed by CMS to the committee. [The mailing or distribution of materials to the committee may be undertaken only by CMS unless CMS grants permission to a person to mail or distribute the material.]
3. Once CMS receives requests, an amount of time will be allotted to each speaker. The time allotted to each speaker will depend upon the number of requests received and the amount of time that has been assigned to the open public hearing portion of the meeting. CMS staff will contact the speakers, by FAX or telephone, to confirm their participation, inform each speaker of the time that has been allotted for his/her presentation, and answer questions. If any extra time remains, every effort will be made to accommodate any late requests.
4. Specify the amount of time your presentation will require. CMS staff may ask speakers with similar viewpoints to consolidate their presentations.
5. Incorporate into your presentation an explanation of your financial association, if any, with the company(ies) whose products, services, or procedures are being considered by the CMS advisory committee. For example, if a company has paid your transportation or other expenses to appear at the meeting or your organization receives funding from a company, this should be disclosed in your comments.

6. Prepare paper copies (20) of slides or overheads you plan to use. The copies will be distributed during the meeting to members of the advisory committee and incorporated into the permanent record.

Please contact the designated CMS staff person if you cannot attend the open public hearing during the time scheduled and would still like to make a presentation, or if you arrive late to the meeting. In either case, every reasonable effort will be made to arrange for you to speak at another time during the meeting, to have your statement read by a representative, or to have your complete or summarized statement included in the record. However, once the public hearing portion of the meeting has ended, further oral comments from the public will be accepted only if time permits and at the discretion of the advisory committee Chairperson.

#### SOME TIPS ON SPEAKING AT THE OPEN PUBLIC HEARING

- If CMS staff anticipate a large audience, reserved seats will be set aside for speakers at the open public hearing. Please check at the registration table to introduce yourself and to see if reserved seating has been arranged for you. If not, you are welcome to sit wherever you choose. The CMS executive secretary may be coordinating many last minute details and may only have a few minutes to greet you. However, there will be CMS staff available to welcome you and answer your questions.
- When your name is called to speak, you usually will have a choice about where to deliver your remarks. There are usually three microphone choices:
  - a podium microphone in front of the meeting room,
  - a lapel microphone, also on the podium at the front of the room,
  - an audience microphone, located on the floor in the middle of the aisle.
- If you speak from the podium, there may be a three-light system to assist you in keeping track of your time allotment. The green light comes on when you begin. The yellow light comes on near the end of your time allotment, and the red light appears when your time has expired. If you speak from the audience microphone, the CMS executive secretary will remind you when your time allotment is close to expiring.
- When you have completed your statement, the advisory committee members may ask you questions. Please remain at the microphone until the questioning is completed.

Thank you for your interest in participation in the CMS advisory committee process.