



HOUSE COMMITTEE ON THE **JUDICIARY** CHAIRMAN JERROLD NADLER

Committee on the Judiciary AV Protocol October 2019

The Committee on the Judiciary has a standing practice of mutually alerting the other side if Audio/Video (AV) demonstratives will be used at an upcoming hearing 48-hours prior to the start of that hearing. Both the majority and minority are expected to follow the 48-hour rule. This document outlines how to alert the other side and properly submit AV demonstratives to the Committee's IT staff.

The 48-hour rule is a courtesy to the other side to let them know demonstratives will be used at an upcoming hearing. The rule also allows the Committee's IT team to properly prepare and ensure all AV components work and the demonstratives are of high quality.

If a member decides they would like to show a visual less than 48 hours before a hearing, easels and posters may still be used but AV including videos, sound clips, and pictures on the TV will not be permitted. This applies to members from both parties.

How to submit a demonstrative for a hearing:

Committee staff on both sides are expected to email the majority chief clerk 48-hours in advance of the hearing with their final demonstratives. If the majority plans to use AV, the majority chief clerk will email the minority chief clerk and parliamentarian 48-hours prior to the hearing to alert them that AV will be used. If the minority plans to use AV, the majority chief clerk will share their demonstratives only with the Committee's IT staff for purposes of moving the files to the clerk PC in the hearing room. Other majority staff will not be permitted to see the minority's demonstratives prior to the hearing.

All final demonstratives must be submitted in PowerPoint or PDF form. Links and word documents will not be accepted. If a member is submitting multiple videos and pictures to be played during their 5 minutes, the demonstratives should be submitted in one PowerPoint to ensure easy transitioning.

Staff should coordinate with the majority chief clerk on the day of the hearing to ensure their presentation is being shown at the correct time.