

House Committee on Appropriations

Subcommittee on Interior, Environment, and Related Agencies

**Instructions for Requesting to Provide Testimony for
Public Witness Hearings**

**April 12 and 13, 2011 (Native American issues)
and
April 14 and 15, 2011 (all other issues)**

B-308 Rayburn House Office Building

Public witness hearings on **Native American issues** will be heard on April 12, 2011 with two sessions at 9:30 A.M. and 1:00 P.M. and one session on April 13, 2011 at 9:30 A.M.

Public witness and Member's testimony on **all other issues related to programs in the subcommittee's jurisdiction** will be heard on April 14, 2011 and April 15, 2011, at 9:30 A.M. each day.

All hearings will be held in B-308 Rayburn House Office Building.

If you would like to submit a request to testify please send an email with the subject line: **"request to testify"** to: IN.Approp@mail.house.gov. In the email please state who will be testifying, the subject of the testimony, and contact information. You may also submit this information via fax at 202-225-9069. If sending a fax, please call to notify the subcommittee at 202-225-3081.

While the subcommittee will honor as many requests to testify as possible, capacity constraints prevent us from honoring every request. We will consider many factors when we allocate timeslots, including: the timeliness of each request, recent opportunities to testify, and regional diversity of those testifying. All requesters will receive notice from the subcommittee following the March 15 deadline. Those selected to testify will receive further instructions at that time.

Should you have additional questions, please contact Grace Stephens at 202-225-3081.

DEADLINE: March 15, 2011

Instructions for Providing Written Public Testimony

• **An electronic copy of testimony must be received by Friday, April 1, 2011.** (Please note that we have extended the original March 28th deadline).

As in past years, ALL interested parties may submit written testimony to be included in the official record. You do not have to be selected for an in person public testimony day in order to participate.

All written testimony must comply with the following requirements.

- Do not exceed four pages – testimony that exceeds four pages will not be accepted.
- Type on standard 8.5 by 11 inch letter size paper.
- Single-space type in 12 point font with one inch margins.
- Clearly indicate your name, title, and institutional affiliation (if any) at the top of the first page.
- Clearly state in the first paragraph the agency, program, and amount of funding involved in the request.
- Do not include color and detailed photos, since the official record will contain photographically reproduced copies of written testimony. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the four page maximum length.
- **Attach testimony to an e-mail with the topic of the testimony as the subject line and send to INApprop.Detailee@mail.house.gov**

If you have any questions please contact the Subcommittee at (202) 225-3081, or INApprop.Detailee@mail.house.gov