

# House Committee on Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies

## INSTRUCTIONS FOR MEMBERS and OUTSIDE WITNESSES FOR FISCAL YEAR 2012

The Subcommittee on Commerce, Justice, and Science will be holding a member and outside witness hearing on Friday March 11, 2011 on the fiscal year 2012 budget. For those who are unable to make that date, you may submit your testimony for the record. Instructions for both are below:

### TO REQUEST TO TESTIFY

Send an e-mail request to [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov). The email should be brief and only consist of the following:

- Witness name, position and agency
- Witness telephone number and email address
- Subject matter of testimony
- Point of contact name, telephone and email

Additional instructions will be provided by email upon receipt of the request. Requests must be received **no later than March 1, 2011**. Faxed or mailed requests will not be accepted.

### TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD

Submit the testimony as a pdf file attachment to [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov). The statement must conform to the following guidelines:

- Do not exceed five pages;
- Testimony must be singled-spaced on 8.5 by 11 inch letter size paper, with one-inch margins and at least 12 point font;
- Clearly state in the first paragraph the agency, program, and amount of money involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page;
- Do not include color and detailed photos as the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the five page maximum length.

Testimony must be received **no later than March 11, 2011** for it to be included in the printed hearing volume.

Thank you for your interest in the activities of the Subcommittee on Commerce, Justice, Science and Related Agencies. If you have any questions, please contact the staff at (202) 225-3351.