

House Committee on Appropriations  
Subcommittee on Financial Services and General Government

**Instructions for Submitting a Request to Testify:  
Public Witness Hearing**

March 27<sup>th</sup> at 1:30PM  
2362-A Rayburn (Agriculture)

If you would like to submit a request to testify, please send an email with the subject line: **“Request to Testify”** to: [FS.Approp@mail.house.gov](mailto:FS.Approp@mail.house.gov). In the email, please state who will be testifying (with title and institutional affiliation if applicable), the primary focus of the oral testimony, a one sentence description of the subject of the testimony, and contact information.

**All requests must be received by 5 p.m. (EST) March 22<sup>nd</sup>**

Each witness will be limited to 5 minutes to provide oral testimony. While the subcommittee will honor as many requests to testify as possible, capacity constraints may 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 geographic diversity of those testifying. All requesters will receive notice from the subcommittee following the March 22<sup>nd</sup> deadline. Those selected to testify will receive further instructions at that time.

Should you have additional questions, please contact subcommittee staff at 202-225-7245.

**Those unable to participate in the hearings may submit written testimony for the record. Please see the next page for instructions for providing written testimony.**

### **Instructions for Submitting Written Public Testimony**

Any interested parties may submit written testimony to be included in the official hearing record. You do not have to be selected as an in-person witness in order to submit written testimony.

**An electronic copy of testimony must be received no later than 5 p.m. (EST) Friday, March 26, 2019. No exceptions.**

Email your testimony as an attachment to [FS.Approp@mail.house.gov](mailto:FS.Approp@mail.house.gov) with a subject line “**Written Testimony**”.

All written testimony must comply with the following requirements:

- Do not exceed four pages – testimony that exceeds four pages will be truncated.
- 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. 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.
- All document files will be accepted, but PDF documents are preferred.

If you have additional questions, please contact the subcommittee at 202-225-7245