

**House Committee on Appropriations  
Subcommittee on Energy and Water Development and Related Agencies  
Instructions for FY21 Public Witness Hearing**

The Subcommittee on Energy and Water Development and Related Agencies will hold a hearing with public witnesses on **Tuesday, March 31, 2020 at 2:00pm** in 2362-B Rayburn House Office Building.

Testimony will only be accepted on programmatic issues under the jurisdiction of the Subcommittee. Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.

While the Subcommittee will endeavor to accommodate all requests to testify in person, time constraints may not make it possible to satisfy all requests. The Subcommittee will accept all written testimony submitted for the official record.

**Deadline to Submit Requests to Testify in Person: Friday, March 13, 2020 by 6:00pm**

Please send your request to testify by email with the subject line: “Request to Testify FY21” to [EW.Approp@mail.house.gov](mailto:EW.Approp@mail.house.gov).

**You must include the following with your request to testify in person:**

- Witness name, position, and organization;
- Witness email address and telephone number, including day-of contact number;
- Witness biography;
- Subject matter of testimony, including agency and program information;
- Point of contact name, telephone number, and email address (if different than witness info).

**Please note:** Witnesses will be allotted no more than 5 minutes for oral remarks. Visuals are strongly encouraged to supplement oral remarks. Written testimony will be placed in the record and must be submitted to the Subcommittee by close of business on Thursday, March 26, 2020. Please follow written testimony instructions below.

**We will only notify those who have been selected to testify.**

**Submitting Written Testimony ONLY (due March 31, 2020)**

If you do not wish to testify in person, or were not selected, you may submit written testimony for the official record. Please follow written testimony instructions below, and send to [EW.Approp@mail.house.gov](mailto:EW.Approp@mail.house.gov) with the subject line: “Public Testimony for the Record FY21” by 6:00pm on March 31, 2020.

**Written Testimony Instructions**

All written testimony must comply with the following guidelines:

- Complete witness disclosure form;

- Testimony must be an attachment to your email;
- Include the witness name, title, and institutional affiliation (if any) at the top of the first page;
- Clearly identify the agency, program, and funding level;
- Testimony cannot exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 by 11 inch paper
- Must have one-inch margins with a 12 point font;
- Do not include color or detailed photos as the hearing volume will be photographically reproduced. However, the 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; and
- To protect your privacy, do not include the following information in the written testimony:
  - Personal Address;
  - Phone Numbers; and
  - Signatures.

Thank you for your interest in the activities of the Subcommittee on Energy and Water Development and Related Agencies. If you have questions, please contact the Subcommittee at 202-225-3421.