

## House Appropriations Committee

### Subcommittee on Commerce, Justice, Science, and Related Agencies

#### Instructions for FY2021 Public Witness Testimony Submission

The Commerce, Justice, Science, and Related Agencies Subcommittee will be accepting written testimony from interested public witnesses on the Fiscal Year 2021 budget. While a public witnesses hearing will not be held at this time, testimony on programmatic issues under the jurisdiction of the Subcommittee will be accepted and printed in the record.

#### Guidelines

Testimony must conform to the following guidelines or it will not be printed in the record.

#### **Format:**

- Do not exceed four pages;
- Testimony must be typed on 8.5 x 11 paper, single spaced, 12-point font, with one-inch margins;
- At the top of the first page, clearly indicate your name, title, and institutional affiliation (if any);
- Clearly indicate, in the first paragraph, the Department or Agency that your testimony addresses;
- Do not include color or 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 four page maximum length.
- To protect your privacy, do not include the following in the written testimony (you may include this information in the body of the e-mail separate from the written testimony):
  - Personal Address
  - Phone Numbers
  - Signatures

#### **Delivery Instructions:**

- Please e-mail your testimony to [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov)
- Please include in the subject line: FY2021 Written Public Testimony for the Record
- Do not send testimony via fax or mail. Only electronic submissions will be accepted.
- Please include your contact information in the e-mail along with subject matter of testimony.

#### **Deadline:**

- The deadline for e-mailing testimony to the Subcommittee on Commerce, Justice, Science, and Related Agencies is **March 13<sup>th</sup>, 2020**.

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