

House Committee on Appropriations

Subcommittee on Interior, Environment, and Related Agencies

**Instructions for Submitting a Request to Testify:
Public Witness Hearing (non-tribal programs)**

February 26, 2019
2007 Rayburn House Office Building
(Formerly B-308)

The Public Witness Hearing covering non-tribal programs will be held in Room 2007 of the Rayburn House Office Building on Tuesday, February 26, 2019, with the morning hearing beginning at 9:00 a.m. and afternoon hearing at 1:00 p.m. Witnesses will be grouped according to the primary focus of their testimony using the following categories: Arts & Humanities; Energy Development; Environment with a Public Health Focus; Environment, Climate Change, and Science; Infrastructure; Public Lands; and Wildlife.

If you would like to submit a request to testify, please send an email with the subject line: **“Request to Testify – non-tribal programs”** to: IN.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 based on the above specified categories, a one sentence description of the subject of the testimony, and contact information. **All requests must be received by 5 p.m. (EST) February 7, 2019.**

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 February 7 deadline. Those selected to testify will receive further instructions at that time.

Should you have additional questions, please contact subcommittee staff at 202-225-3081.

DEADLINE: February 7, 2019

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

As in past years, any interested parties may submit written testimony to be included in the official hearing record. Written testimony may include any topic even if it is not the primary focus of the oral testimony. 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 15, 2019. No exceptions.

Email your testimony as an attachment to IN.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 202-225-3081, or at IN.Approp@mail.house.gov