

House Appropriations Committee  
Subcommittee on Energy and Water Development and Related Agencies

INSTRUCTIONS FOR OUTSIDE WITNESSES FOR FISCAL YEAR 2024

**All testimony must be received by Monday, April 17, 2023, at 6:00 p.m.**

The Subcommittee on Energy and Water Development will be accepting testimony from interested outside witnesses on Fiscal Year 2024 Appropriations. Testimony will be accepted on programmatic issues only. *Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.*

The Subcommittee is currently accepting only written testimony, which should be emailed to [ew.approp@mail.house.gov](mailto:ew.approp@mail.house.gov) **no later than 6:00 p.m. on April 17, 2023.** We will be accepting written testimony regarding programmatic issues only. Please include the following information in the email:

- Witness name, position, and agency/organization
- Subject matter of testimony
- Point of contact name and email address

All written testimony must conform to the following guidelines:

- Do not exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 x 11 inch letter size paper with one-inch margins in Times New Roman, 12 Point Font;
- Clearly state in the first paragraph the agency, program, and amount of money, if applicable, involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page;
- Do not include color or detailed photos as the hearing volume may 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;
- **Absent these criteria, the testimony will not be considered.**

**Do not** include the following in the written, submitted testimony (You may include this information, if desired, in the body of the email separate from the testimony.):

- Personal Address
- Phone Numbers
- Signatures

This is to protect your privacy.

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