

House Committee on Appropriations

Subcommittee on Interior, Environment, and Related Agencies

**Instructions for Submitting a Request to Testify for  
Public Witness Hearings**

**March 18, 2015 (Public Witnesses)**

**and**

**March 24 and 25, 2015 (American Indian/Alaska Native issues)**

**B-308 Rayburn House Office Building**

Public witness testimony on **issues related to programs in the subcommittee's jurisdiction** will be heard on March 18, 2015, with a morning hearing at 9:00 a.m. and an afternoon hearing at 1:00 p.m.

Public witness hearings on **American Indian/Alaska Native issues** will be held on March 24 and March 25, 2015, with morning hearings at 9:00 a.m. and afternoon hearings at 1:00 p.m. each day.

All hearings will be held in B-308 Rayburn House Office Building.

If you would like to submit a request to testify, please send an email with the subject line: **“request to testify”** to: [INApprop.Detailee@mail.house.gov](mailto:INApprop.Detailee@mail.house.gov). In the email, please state who will be testifying (with title and institutional affiliation if applicable), the subject of the testimony, and contact information. **All requests must be received by February 13, 2015.**

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 regional diversity of those testifying. All requesters will receive notice from the subcommittee following the February 13 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 13, 2015**

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

## **Instructions for Providing Written Public Testimony**

As in past years, any interested parties may submit written testimony to be included in the official record. You do not have to be selected for an in-person public testimony in order to participate.

**An electronic copy of testimony must be received by March 25, 2015. No exceptions.**

Email your testimony as an attachment to [INApprop.Detailee@mail.house.gov](mailto:INApprop.Detailee@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 [INApprop.Detailee@mail.house.gov](mailto:INApprop.Detailee@mail.house.gov).