

# House Committee on Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies

## **INSTRUCTIONS FOR OUTSIDE WITNESSES FOR FISCAL YEAR 2018**

The Subcommittee on Commerce, Justice, Science, and Related Agencies will not be holding an outside witness hearing on the fiscal year 2018 budget. However, the Subcommittee will be accepting testimony for the record. Instructions are below:

### **TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD**

Submit the testimony as a pdf file attachment to [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov). You must conform to the following guidelines in your statement:

- Do not exceed five pages;
- Your testimony must be single-spaced on 8.5 by 11 inch (letter size) paper, with one-inch margins and at least 12 point font **in PDF format only**;
- If applicable, clearly state in the first paragraph the agency, program, and amount of money involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page; and
- Do not include color and 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 five page maximum length.

Testimony must be received no later than **Friday, April 28, 2017**, for it to be included in the printed hearing volume.

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