

House Committee on Appropriations

Subcommittee on Interior, Environment, and Related Agencies

**Instructions for Submitting a Request to Testify for
American Indian/Alaska Native Public Witness Hearings**

**May 16 and 17, 2017
2007 Rayburn House Office Building
(Formerly B-308)**

Public witness hearings on **American Indian/Alaska Native programs** will be held in room 2007 of the Rayburn House Office Building on Tuesday, May 16 and Wednesday, May 17, 2017, with morning hearings beginning at 9:00 a.m. and afternoon hearings at 1:00 p.m each day.

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. 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 April 24, 2017.**

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 April 24 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: April 24, 2017

No other outside witness hearings are scheduled at this time. 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 no later than close of business Wednesday, May 24, 2017. No exceptions.

Email your testimony as an attachment to 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.