

House Appropriations Committee Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

INSTRUCTIONS FOR MEMBERS and OUTSIDE WITNESSES FOR FISCAL YEAR 2013

The Subcommittee on Agriculture will be accepting testimony from interested Members and outside witnesses on the Fiscal Year 2013 budget request. 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 ag.approp@mail.house.gov **no later than the close of business March 20, 2012.** We will be accepting written testimony regarding programmatic issues only. Please also include the following:

- 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 Agriculture. If you have any questions, please contact the staff at (202) 225-2638.