

House Committee on Appropriations

Subcommittee on Interior, Environment, and Related Agencies

B-308 Rayburn House Office Building

**Instructions for Requesting to Testify and Providing Written Testimony for
Public Witness Hearings**

March 27 and 28, 2012 (American Indian/Alaska Native programs)

and

March 21 and 22, 2012 (all other programs)

Public witness testimony on **American Indian/Alaska Native programs** will be heard on March 27, 2012 with two sessions at 9:30 A.M. and 1:00 P.M. and one session on March 28, 2012 at 9:30 A.M.

Public witness and Members' testimony on **all other programs in the subcommittee's jurisdiction** will be heard on March 21, 2012 at 1:00 P.M. and on March 22, 2012 at 9:30 A.M.

All public witness 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 by Wednesday, February 22, with the subject line: **"request to testify"** to: INApprop.Detailee@mail.house.gov. In the email please state who will be testifying, the subject of the testimony, and contact information. You may also submit this information via FAX at 202-225-9069. If sending a FAX, please call to notify the subcommittee at 202-225-3081.

While the subcommittee will honor as many requests to testify as possible, capacity constraints 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 22 deadline. Those selected to testify will receive further instructions at that time.

Should you have additional questions, please contact the subcommittee staff at 202-225-3081.

DEADLINE: February 22, 2012

If you only plan to provide written testimony and do not wish to testify in person, please see the next page for additional instructions for providing written testimony.

Instructions for Providing Written Public Testimony

An electronic copy of testimony must be received by Wednesday, March 28, 2012.

As in past years, ALL 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 day in order to participate.

All written testimony must comply with the following requirements.

- Do not exceed four pages – testimony that exceeds four pages will not be accepted.
- 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. However, 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.
- **Attach testimony to an e-mail with the subject line “written testimony” and send to INApprop.Detailee@mail.house.gov**

If you have any questions please contact the Subcommittee at (202) 225-3081, or INApprop.Detailee@mail.house.gov