

**House Committee on Appropriations
Subcommittee on the Legislative Branch
Instructions for Public Witnesses Hearing for Fiscal Year 2021**

The Subcommittee on the Legislative Branch will hold a hearing with Public Witnesses on Wednesday, **March 4, 2020 at approximately 2:00pm** (following a 1:00 p.m. hearing) in Room HT-2 of the Capitol. Testimony will only be accepted on programmatic issues under the jurisdiction of the Subcommittee.

While the Committee will endeavor to accommodate all requests to testify, due to time constraints everyone who wishes to testify orally may not be accommodated. The Committee will also be accepting written testimony for the official record.

Requests to testify in person (due Friday, February 21, 2020)

Please send your request to testify via e-mail to:

LB.Approp@mail.house.gov.

Mailed or hand delivered requests will not be accepted.

The email should be brief and contain the following information:

- The subject line of the email should read “Request to testify on FY 2021 budget request”;
- Witness name, position, and organization;
- Witness telephone number and email address;
- Subject matter of testimony; and
- Point of contact name, telephone, and email.

Please note: Witnesses will be allotted up to 5 minutes for oral remarks and the written testimony will be placed in the record.

You will be notified by email if you have been selected to testify. If your organization is not selected, you will be welcome to submit your written testimony for the record. Please see additional instructions below (under “Testimony guidelines”) on the submission of the testimony. Testimony to be given at the hearing must be submitted to LB.Approp@mail.house.gov by **Friday, February 28th**.

The Subcommittee will accept your written testimony, along with the associated biography and electronic disclosure form, until **Wednesday, March 4th**. Send the written testimony for the record (see “Testimony guidelines” below), biography, and disclosure form as an attachment via e-mail to: LB.Approp@mail.house.gov. Please include the following information in the e-mail transmitting your testimony for the record:

- The subject line of the email should read “Testimony for the record on FY 2021 budget request”;
- Witness name, position, and organization;
- Witness telephone number and email address;
- Subject matter of testimony; and
- Point of contact name, telephone, and email.

Testimony guidelines for both hearing and record statements

In order to ensure that the Committee will be able to publish the testimony in the public hearing record, the testimony must conform to the following guidelines:

- It must not exceed five pages, single-sided;
- It must be single-spaced on 8.5 by 11 inch letter-size paper, with one-inch margins and at least 12 point font;
- Clearly indicate in the first paragraph the agency, program, and dollar amount involved, if applicable, in the request;

- Clearly indicate your name, title, and institutional affiliation, if applicable, at the top of the first page;
- Do not include color or detailed photos since 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; and
- To protect your privacy, 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; and
 - Signatures.

- You should also include a brief biography of the witness, as well as an electronic disclosure form (which will be sent to you electronically).

Witnesses should be aware that their written statement for the hearing will be posted publicly 24 hours before the hearing. Testimony for the record will be publicly posted shortly after March 4, 2020.

Thank you for your interest in the activities of the Subcommittee on the Legislative Branch. If you have any questions or require further information, please contact the Subcommittee staff at (202) 226-7252.