

HOUSE COMMITTEE ON APPROPRIATIONS  
SUBCOMMITTEE ON STATE, FOREIGN OPERATIONS, AND RELATED PROGRAMS  
INSTRUCTIONS FOR PUBLIC WITNESSES HEARING  
FOR FISCAL YEAR 2021  
~CHAIRWOMAN NITA M. LOWEY~

The Subcommittee on State, Foreign Operations, and Related Programs will hold a hearing with Public Witnesses on **Thursday, March 12, 2020 at 8:30 am**. Testimony will only be accepted on programmatic issues under the jurisdiction of the Subcommittee. Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.

While the Committee will endeavor to accommodate all requests to testify in person, time constraints will likely not make it possible to satisfy all requests. **Priority will be given to those who have not testified within the last 3 years.** However, the Committee will accept all written testimony submitted for the official record.

**Requests to testify in person (due February 24, 2020)**

Please send your request to testify *and* your written testimony, biography, and disclosure form (found [here](#)) via e-mail to: [Erin.Kolodjeski@mail.house.gov](mailto:Erin.Kolodjeski@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;
- Point of contact name, telephone, and email.

**Please note: Witnesses will be allotted not more than 4 minutes for oral remarks and written testimony will be placed in the record.**

You will be notified by email if you have been selected to testify in person by Friday, February 28th. If your organization is not selected, you will be welcome to submit your written testimony for the record. Please see additional instructions below on the submission of testimony.

**Requests to submit written testimony ONLY (due March 17, 2020)**

If you do not wish to testify in person, or were not selected, but wish to submit written testimony for the record, the Subcommittee will accept written testimony, along with the associated

biography and disclosure form, until Tuesday, March 17, 2020. Send the written testimony for the record (see “Testimony for the record guidelines” below), biography, and disclosure form described below as an attachment via e-mail to [Erin.Kolodjeski@mail.house.gov](mailto:Erin.Kolodjeski@mail.house.gov).

The email should be brief and contain the following information:

- 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 for the record guidelines

**Testimony must conform to the following guidelines or it will not be printed for the record:**

- 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 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.

Thank you for your interest in the activities of the Subcommittee on State, Foreign Operations, and Related Programs. If you have any questions or require further information, please contact the Subcommittee staff at (202) 225-2041.