

House Committee on Appropriations Subcommittee on Energy and Water Development

Instructions for Providing Written Public Testimony for Fiscal Year 2010

The Subcommittee on Energy and Water Development will not be scheduling an outside witness hearing on the fiscal year 2010 budget. As in the past, interested parties may submit written testimony for the record. Written testimony must be received by **Friday, April 3, 2009**. Please do not send your statement via fax or U.S. Postal mail.

All written testimony must comply with the following requirements:

- Send the original as an electronic mail attachment to: EW.Approp@mail.house.gov with the following subject line: *Public Witness Testimony for the Record*.
- Do not exceed five pages;
- Type on standard 8.5 by 11 inch letter size paper;
- Single-space type in 12 point font and have one inch margins;
- Clearly indicate your name, title, and institutional affiliation (if any) at the top of the first page; in the request;
- Clearly state in the first paragraph the agency, program, and amount of money involved
- Do not include color and 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.

If you have any questions, contact Casey Pearce at the Energy and Water subcommittee: (202) 225-3421.

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House Committee on Appropriations Subcommittee on Interior, Environment, and Related Agencies

Instructions for Providing Written Public Testimony

- **Testimony must be received by March 26, 2009.**

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 in the budget cycle.

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 money 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 topic of the testimony as the subject line and send to in.approp@mail.house.gov**

If you have any questions please contact the Subcommittee at (202) 225-3081 or in.approp@mail.house.gov
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Subcommittee on Energy and Water Development

Outside Witness Testimony Instructions FY 2009 Appropriations

GUIDELINES

Format:

- Testimony (and supporting material) should be a **maximum** of four (4) pages, in 8 ½ x 11 format and single spaced with a 1" margin.
- Do not include a cover page. At the top of the first page list the name of the organization submitting testimony, the subcommittee for which the testimony has been prepared, and the Department and/or Agency the testimony is addressing.

Delivery:

- Please e-mail testimony to ewd@appro.senate.gov with the subject line "OWT." We will only accept testimony formatted in Word Perfect and Microsoft word. Please **DO NOT SEND PDF files**. Electronic submission only, testimony sent via the US mail or by Fax will not be accepted.
- Include contact information (phone, fax, e-mail, and address).

Deadline:

- All material must be received no later than close of business on **Friday, April 18, 2008**. This deadline will be strictly enforced.

Thank you.

Subcommittee on Energy and Water Development
Committee on Appropriations
United States Senate, SD-131
Washington, DC 20510
202-224-8119

Subcommittee on Interior, Environment and Related Agencies

**Outside Witness Testimony Instructions
FY 2010 Appropriations**

At this time no outside witness hearings are scheduled to be conducted by the Senate Subcommittee on Interior, Environment and Related Agencies for fiscal year 2010. However, as in the past years, written testimony will be accepted in accordance with the guidelines below.

GUIDELINES

Format: Testimony (and supporting material) should be a **maximum** of four (4) pages, on 8 ½ x 11 paper, single sided, single spaced, and have a 1” margin.

Do not include a cover page. At the top of the first page list the name of the organization submitting testimony, the subcommittee for which the testimony has been prepared, and the Department and/or Agency the testimony is addressing.

E-mail: Please send testimony and any supporting material as attachments to your e-mail addressed to INT@appro.senate.gov with the subject line “OWT.” We will only be accepting testimony and supporting materials formatted in Word Perfect and Microsoft Word. **Materials will NOT be accepted in PDF Format.** Electronic submissions only, testimony sent via US mail or by Fax will not be accepted. Include contact information (phone, fax, e-mail and address).

Deadline: All material must be received no later than close of business **Friday, May 15, 2009**. This deadline will be strictly enforced.

Subcommittee on Interior, Environment and Related Agencies
Committee on Appropriations
Attention: Outside Witness Testimony
United States Senate, SD-131
Washington, DC 20510
(202) 228-0774