

House Appropriations Committee

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

Instructions for FY2021 Public Witness Testimony Submission

The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Subcommittee will be accepting written testimony from interested public witnesses on the Fiscal Year 2021 budget. While a public witnesses hearing will not be held at this time, testimony on programmatic issues under the jurisdiction of the Subcommittee will be accepted and printed in the record.

Guidelines

Testimony must conform to the following guidelines or it will not be printed in the record.

Format:

- Do not exceed four pages;
- Testimony must be typed on 8.5 x 11 paper, single spaced, 12-point font, with one-inch margins;
- At the top of the first page, clearly indicate your name, title, and institutional affiliation (if any);
- Clearly indicate, in the first paragraph, the Department or Agency that your testimony addresses;
- Do not include color or detailed photos. 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.
- To protect your privacy, do not include the following in the written testimony (you may include this information in the body of the e-mail separate from the written testimony):
 - Personal Address
 - Phone Numbers
 - Signatures

Delivery Instructions:

- Please e-mail your testimony to Ag.Approp@mail.house.gov
- Please include in the subject line: FY2021 Written Public Testimony for the Record
- Do not send testimony via fax or mail. Only electronic submissions will be accepted.
- Please **completely** fill out a truth in testimony form, otherwise we cannot accept your testimony. You can find the form on our website here: <https://appropriations.house.gov/events/public-witness-days-submissions>

Deadline:

- The deadline for e-mailing testimony to the Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies is **March 31st, 2020**.

Thank you for your interest in the Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies. If you have any questions, please contact Subcommittee staff at (202) 225-2638.