COMMITTEE ON FOREIGN AFFAIRS
2170 Rayburn House Office Building Washington, D.C. 20515
Telephone: (202) 225-5021 | *Fax:* (202) 226-7269
Hearing Coordinator: Camilla Hallman (Camilla.Hallman@mail.house.gov)

INSTRUCTIONS FOR WITNESSES

Required Materials: Witnesses should email a brief biographical sketch to the Hearing Coordinator as soon as possible. To satisfy the requirements of House and Committee rules, the following materials must also be submitted no later than two (2) business days before the hearing, to aboid mandatory witness exclusion. (Please not that two business days before a Tuesday hearing means Friday of the preceding week.)

(1) Written Statement – Written testimony should be in final form, and electronic files should not include any hidden text or tracked changes that you do not intend to be publicly available. The first page of the written statement should display the following information:

- Your name;
- Your title and organizational affiliation;
- The name of the Committee (House Committee on Foreign Affairs)
- The date and title of the hearing at which you are testifying; and
- If applicable, the identity of any translator used to prepare the written statement, and any interpreter whom the witness intends to use at the hearing.

(2) Completed "Truth in Testimony" form.

(3) Any photos, charts, video, or other material you intend to present or display

Hearing Presentation: Your spoken presentation at the hearing should be no more than five (5) minutes in length, although your written statement may be longer and submitted for the record. If you will be summarizing your written statement, you should inform the Chairman when you begin testifying.

Questions for the Record: Additional questions submitted for the record may be sent to you after the hearing. If so, please email your answers to the Hearing Coordinator within five (5) business days of receipt, so that they may be included in the Committee print of the hearing.

Transcript Corrections: You will receive a stenographic transcript of your hearing remarks for review, and should submit technical, grammatical, and typographical corrections (substantive revision is not permitted) to the Hearing Coordinator within one (1) week of receipt.