



Select Commission on Immigration and Refugee Policy

New Executive Office Building-Room 2020
726 Jackson Place, NW Washington, DC 20506

(202) 395-5615

WITNESS GUIDELINES

1. Please sign in at the witness check-in table immediately upon arrival.
2. If you have not submitted copies of your prepared testimony beforehand, give them to an aide at the witness check-in table who will see that they are distributed.
3. The first rows in the Hearing room have been reserved for witnesses. Please be in the reserved witness area at least 20 minutes before you are scheduled to testify. The Chairperson will immediately proceed to the next witness if you are absent when called. (If you miss your scheduled time, please notify one of the aides--located at the check-in tables.)
4. When your name is called, go to the witness table in the front of the Hearing room. State your name and affiliation, and proceed with your testimony.
5. Please keep your oral testimony within the time guidelines designated. All written statements will be included in their entirety in the official record of the hearing. However, your testimony should be summarized for the Commissioners, and a portion of your time reserved for questions.
6. Time Light: In order to ensure that everyone is able to testify before the Commission, there is a time light in front of the witness table. Green indicates that you are to proceed with your testimony; Yellow that you have approximately 1 minute to conclude; and Red that you should end your remarks. The same procedure will be used for questioning by the Commissioners. Each witness should be prepared for a minimum of 5 minutes of questioning.
7. Upon completion of your testimony, please return to the reserved witness area.
8. Thank you for testifying before the Commission. If you have any questions or need assistance, please ask one of the aides.
9. Reminder: The record of the proceedings will be kept open for the inclusion of written statements for one week following the hearing. Additional remarks should be sent to the above address.