

Instructions for Submitting a FY 2020 Request to Testify at Members Day and Testimony for the Record

DEADLINE TO SUBMIT REQUESTS TO TESTIFY: **February 28th**

DEADLINE TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD: **March 4th**

In an effort to ensure all Members have an opportunity to provide input into the Appropriations process, we invite members to testify on the agencies and programs under the jurisdiction of the Financial Services and General Government Appropriations Subcommittee.

Members have the ability to testify in person or through submitted written testimony for the record.

The Members Day Hearing will be on **March 6th** in Rayburn House Office Building: 2362-A (Agriculture).

Please submit a request to testify by email with the subject line: **“Request to testify”** to Parker Van de Water (parker.vandewater@mail.house.gov). Each office with a participating Member should provide a cell phone number for the Member’s staff person for the day of the hearing so Subcommittee staff can reach staff if there are any last minute changes to the schedule.

Each Member will have 5 minutes for oral remarks. The order of appearance and additional hearing details will be provided prior to the hearing.

All written testimony must comply with the following guidelines:

- Testimony should not exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 by 11 inch paper, with one-inch margins with a 12 point font;
- Please indicate the Member’s name and district at the top of the first page; and
- Do not include color or detailed photos as the hearing volume will be photographically reproduced. However the use of charts and tables and the use of appropriate bold type and bullets are acceptable.

If you have additional questions, please contact the Subcommittee at 202-225-3473.

Thank you.