

House Committee on Appropriations
Subcommittee on Homeland Security

Instructions for Members' Day Hearing

The Appropriations Subcommittee on Homeland Security has scheduled a hearing to take Member testimony on fiscal year 2021 appropriations for the Department of Homeland Security on **Wednesday, February 26th beginning at 2:30 PM in room 2008** of the Rayburn House Office Building.

Staff of interested Members should contact Elizabeth Lapham at 202-225-5834 or Elizabeth.Lapham@mail.house.gov to confirm their Member's participation. The Subcommittee requests that each office provide a cell number for the Member's staff person for the day of the hearing so Subcommittee staff can reach you if there are any last-minute changes to the schedule. **All requests to testify must be received by 5:00 PM on Friday, February 21st.**

For Members who are testifying:

- Each Member will have a maximum of five (5) minutes for oral remarks.
- The order of appearance and additional hearing details will be provided prior to the hearing.
- Each office should provide a cell phone number for the Member's point of contact so Subcommittee staff can update his or her office if there are any last minute changes to the schedule.

For Members who are unable to testify, but wish to submit written testimony, please make note of the following guidelines:

- It must be single-sided and not exceed five pages;
- It must be double-spaced on standard letter size paper (8.5 inches by 11 inches) with one inch margins and at least 12-point size font;
- It must clearly indicate the Member's name and district at the top of the first page;
- It must not include color or detailed photos as 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 limit.
- It must be submitted to the Subcommittee for placement in the public hearing record by close of business on Thursday, February 27th.

If you have any questions, please contact the Subcommittee at (202) 225-5834.