

## House Committee on Appropriations

### Subcommittee on State, Foreign Operations, and Related Programs

#### Instructions for Submitting a Request to Testify at the FY 2023 Members' Day and Testimony for the Record

The State, Foreign Operations, and Related Programs Subcommittee has scheduled a hearing to take testimony from Members of Congress on the agencies and programs under the jurisdiction of the Subcommittee on Tuesday, May 17, 2022.

For Members who are testifying:

- **Requests to testify must be made by close of business on May 11th, 2022.** Please e-mail the request to Jean Kwon at [Jean.Kwon@mail.house.gov](mailto:Jean.Kwon@mail.house.gov) with the subject line "Request to Testify."
- Each Member will have a maximum of five minutes for oral remarks.
- The order of appearance and additional hearing details will be provided prior to the hearing.
- **A copy of the Member's testimony will be due to the Subcommittee by close of business on May 13th, 2022.**
- Each office should provide a cell phone number for the Member's point of contact so that 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 orally, 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 volumes 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 Tuesday, May 17, 2022.

If you have any questions, please contact the Subcommittee at 202-225-2041.