

House Committee on Appropriations  
Subcommittee on State, Foreign Operations, and Related Programs

**Instructions for Members' Day Hearing**

The State, Foreign Operations, and Related Programs Appropriations Subcommittee has scheduled a hearing to take testimony from Members of Congress on the agencies and programs under the jurisdiction of the Subcommittee on **Thursday, February 27<sup>th</sup> at 2:00 p.m in HT-2** of the Capitol.

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 Friday, February 28, 2020.

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