

**House Committee on Appropriations**  
**Instructions for Submitting FY22 Request to Testify at Member Day and Testimony for the Record**

The Appropriations Full Committee Member Day Hearing will be held virtually on **Wednesday, June 9<sup>th</sup>** at 10:00am Eastern time via the WebEx platform.

**DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Wednesday, June 2<sup>nd</sup> by 6:00pm Eastern time.**

Please submit a request to testify by email with the subject line: "Request to Testify" to Sebastian Franco ([Sebastian.Franco@mail.house.gov](mailto:Sebastian.Franco@mail.house.gov)). Each office with a participating Member must submit specific information, which will be requested of the office once the Committee has received the request to testify.

Each Member will have 5 minutes for oral remarks. **If the Member is testifying virtually, written testimony must be received by 10:00am Eastern time on Monday, June 7<sup>th</sup>.**

Members who are appearing before the Committee should be aware that their written testimony will be publicly posted 24 hours prior to the hearing. The order of appearance and additional hearing details will be provided prior to the hearing.

If the Member does not wish to testify, but wishes to submit written testimony for the hearing record, please provide such testimony to [Sebastian.Franco@mail.house.gov](mailto:Sebastian.Franco@mail.house.gov) by 6:00pm Eastern time on Wednesday, June 9<sup>th</sup>.

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 Sebastian Franco on the Committee at [Sebastian.Franco@mail.house.gov](mailto:Sebastian.Franco@mail.house.gov).