

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

The Member Day Hearing will be held virtually on **Thursday, May 20, 2021**, at 10:00AM Eastern time via the WebEx platform.

DEADLINE TO SUBMIT REQUESTS TO TESTIFY: **Monday, May 17, 2021, by 6:00pm Eastern time.**

Please submit a request to testify by email with the subject line: "Request to Testify" to [Elizabeth Lapham](#). Each office with a participating Member must submit certain specific information, which will be requested of the office once the Subcommittee has received the request to testify. The order of appearance and additional hearing details will be provided prior to the hearing.

Each Member will have 5 minutes for oral remarks. **Written testimony must be received by 12:00PM Eastern time on Tuesday, May 18th, and** will be publicly posted 24 hours prior to the hearing.

If a Member wishes to submit written testimony for the hearing record without testifying virtually, please provide such testimony to [Elizabeth Lapham](#) by 6:00pm Eastern time on Monday, May 23, 2021.

All written testimony must comply with the following guidelines:

- Testimony should not exceed five, single-sided pages;
- Testimony must be double-spaced on 8.5 by 11 inch paper, with one-inch margins and in 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.

Please contact [Elizabeth Lapham](#) on the Subcommittee staff with any questions.