

**Committee on Appropriations
Labor, Health & Human Services, and Education Subcommittee**

*Instructions for Submitting a FY 2022 Request to Testify at Members Day and
Testimony for the Record*

The Members Day Hearing will be held on **Tuesday, May 18** at 12:30 PM. The hearing will be held virtually using Cisco WebEx video conferencing software.

DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Tuesday, May 11

DEADLINE TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD: Tuesday, May 18

Please submit a request to testify by email with the subject line: “**Member Day - Request to Testify**” to Trisha Castaneda (trisha.castaneda@mail.house.gov). Each office with a participating Member should provide a cell phone number for the Member’s staff person for the day of the hearing so Subcommittee staff can reach staff if there are any last-minute changes to the schedule.

Each Member will have 5 minutes for oral remarks. The order of appearance and additional hearing details will be provided prior to the hearing.

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.

Written testimony for the record must be submitted to Trisha.Castaneda@mail.house.gov no later than 8:00 PM on Tuesday, May 18.