

House Committee on Appropriations Subcommittee on Transportation, Housing and Urban
Development, and Related Agencies

Instructions for Submitting FY22 Request to Testify at Member Day and Testimony for the Record

The Member Day Hearing will be held virtually on **Thursday, May 13, 2021, at 1:00pm** Eastern time via the WebEx platform.

DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Friday, May 7, 2021, by 6:00pm Eastern time.

Please submit a request to testify by email with the subject line: "Request to Testify" to Gladys Barcena (Gladys.Barcena@mail.house.gov). 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.

Each Member will have 5 minutes for oral remarks. If the Member is testifying virtually, written testimony must be received by 12:00pm Eastern time on Tuesday, May 11, 2021.

Members who are appearing before the Subcommittee 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 Gladys Barcena (Gladys.Barcena@mail.house.gov) by 6:00pm Eastern time on Tuesday, May 11, 2021.

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 Gladys Barcena on the Subcommittee at Gladys.Barcena@mail.house.gov.