

House Committee on Appropriations  
Subcommittee on Labor, Health and Human Services,  
Education, and Related Agencies

Instructions for Submitting a FY 2025 Request to Testify at Members Day and Testimony for the  
Hearing Record

The Members Day Hearing will be on **Tuesday, April 30, 2024 from 10:30 AM – 1:00 PM** in Rayburn House Office Building: 2358-C.

DEADLINE TO SUBMIT REQUESTS TO TESTIFY: **Thursday, April 25, 2024**

DEADLINE TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD: **Tuesday, May 7, 2024**

Please submit a request to testify by email with the subject line: **“Request to testify”** to Laura Hatten Rell ([LauraHatten.Rell@mail.house.gov](mailto:LauraHatten.Rell@mail.house.gov)). Each office with a participating Member should provide,

- Your Member’s name
- The subject of the testimony
- The office telephone number and a cell phone number for a point of contact on 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.

If you have additional questions, please contact the Subcommittee at 202-225-3508.

Thank you.