

House Committee on Appropriations
Subcommittee on Interior, Environment, and Related Agencies

**Instructions for Submitting a FY 2024 Request to Testify at Members Day
and Testimony for the Hearing Record**

Members Day Hearing
March 23, 2023
2008 Rayburn House Office Building

Deadline to Submit Requests to Testify: **March 15, 2023**

Deadline to Submit Hearing Testimony: **March 20, 2023**

Deadline to Submit Written Testimony for the Record: **March 31, 2023**

If you would like to submit a request to testify, please send an email with the subject line **“Request to Testify”** to Maggie Earle (Maggie.Earle@mail.house.gov). In the email, please include:

- Member’s name;
- The subject of the testimony; and
- 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.

Should you have additional questions, please contact subcommittee staff at 202-225-3081.