

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

Instructions for Submitting a Request to Testify at Members' Day and Testimony for the Record

The Appropriations Subcommittee on Labor, Health and Human Services, Education, and Related Agencies has scheduled a hearing to take Member testimony on the agencies and programs under the jurisdiction of the subcommittee on March 1st in room 2358-C of the Rayburn House Office Building. Each Member will have 5 minutes for oral remarks. The order of appearance and additional hearing details will be provided prior to the hearing.

Staff of interested Members should contact Lori Bias at 202-225-3508 or by email lori.bias@mail.house.gov to confirm their Member's participation. The Subcommittee requests that each office 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. All requests to testify must be received by close of business on Friday, February 17th, and please provide written testimony for the record no later than February 22nd.

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.