

House Committee on Appropriations  
Subcommittee on Commerce, Justice, Science, and Related Agencies

Instructions for Submitting a FY 19 Request to Testify at Members Day

The Members Day Hearing will be on **Tuesday, April 17, 2018 at 10:30 AM – NOON** in H309 of the Capitol.

**DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Thursday, April 12, 2018**

**DEADLINE TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD: Monday, April 16, 2018**

Please submit a request to testify by email with the subject line: **“Request to testify”** to Taylor Kelly (Taylor.Kelly@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.

If you have additional questions, please contact the Subcommittee at 202-225-3351.  
Thank you.