

House Committee on Appropriations

Subcommittee on Energy and Water Development

Instructions for Submitting a FY 2020 Request to Testify at Members Day and Testimony for the Record

The Members Day Hearing will be held on **Tuesday, April 9th** at 10:00am in 2362-B Rayburn House Office Building.

DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Friday, March 29th by close of business.

Please submit a request to testify by email with the subject line: "Request to Testify" to Marcel Caldwell ([marcel.caldwell@mail.house.gov](mailto:marcel.caldwell@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. Members who are appearing before the Subcommittee should be aware that their 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 Marcel Caldwell ([marcel.caldwell@mail.house.gov](mailto:marcel.caldwell@mail.house.gov)) by close of business on Tuesday, April 9th.

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 202-225-3421.