

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

*Instructions for Submitting a FY 2023 Request to Testify at Member Day and*  
*Testimony for the Record*

The Member Day Hearing will be held on **Tuesday, May 24** at 10:00 AM. The hearing will be held virtually using Cisco WebEx video conferencing software.

**DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Tuesday, May 17**

**DEADLINE TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD: Tuesday, May 24**

Please submit a request to testify by email with the subject line: “**LHHS Member Day Request to Testify**” to Trisha Castaneda ([trisha.castaneda@mail.house.gov](mailto:trisha.castaneda@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.

Written testimony for the record must be submitted to [trisha.castaneda@mail.house.gov](mailto:trisha.castaneda@mail.house.gov) no later than 8:00 PM on Tuesday, May 24.