

**House Committee on Appropriations  
Subcommittee on Military Construction, Veterans Affairs, and Related Agencies  
Instructions for Submitting Request to Testify at the Fiscal Year 2023 Member Day  
Hearing and Testimony for the Record**

The Member Day Hearing will be held in a hybrid format on **Thursday, May 19, 2022**, at 9:00 am Eastern Standard Time in 2358-A Rayburn House Office Building and virtually via Zoom Web conferencing software.

**DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Friday, May 13, 2022, by 6:00 pm Eastern Standard Time.**

Please submit a request to testify by email with the subject line: “Request to Testify” to Luke Georgiadis ([luke.georgiadis@mail.house.gov](mailto:luke.georgiadis@mail.house.gov)). Each office with a participating Member must submit certain specific information, which will be requested of the office once the Subcommittee has received the request to testify.

Each Member will have 5 minutes for oral remarks. **If the Member is testifying, written testimony must be received by 6:00 pm Eastern time on Monday, May 16.**

Members who are appearing before the Subcommittee should be aware that their written 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 Luke Georgiadis ([luke.georgiadis@mail.house.gov](mailto:luke.georgiadis@mail.house.gov)) by 6:00 pm Eastern Standard Time on Monday, May 16, 2021.

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 Luke Georgiadis on the Subcommittee at [luke.georgiadis@mail.house.gov](mailto:luke.georgiadis@mail.house.gov).