

**HOUSE COMMITTEE ON APPROPRIATIONS
SUBCOMMITTEE ON TRANSPORTATION, AND HOUSING AND URBAN
DEVELOPMENT, AND RELATED AGENCIES**

**Instructions for Submitting Fiscal Year 2023 Request to Testify at Member Day and
Testimony for the Record**

The Member Day Hearing will be held virtually on **Wednesday, May 25th, 2022, at 10:00am Eastern** via the Zoom platform.

**DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Wednesday, May 18th, 2022, by
6:00pm Eastern**

Please submit a request to testify by email with the subject line “Member Day Request to Testify” to Samhita Subramanian at samhita.subramanian1@mail.house.gov no later than **Wednesday, May 18th, 2022, at 6:00pm Eastern**. Each office with a participating Member must submit certain specific information, the details of which will be provided to the office once the Subcommittee has received the request to testify. The order of appearance and additional hearing details will be provided prior to the hearing.

Each Member will have five minutes for oral remarks. Written testimony must be received by the Subcommittee by **12:00pm Eastern on Monday, May 23rd, 2022**. Members who are appearing before the Subcommittee should be aware that their written testimony will be posted publicly 24 hours prior to the hearing.

If a Member does not wish to testify but wishes to submit written testimony for the hearing record, please provide such testimony to Samhita Subramanian at samhita.subramanian1@mail.house.gov by **12:00pm Eastern on Monday, May 23rd, 2022**.

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 and 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 or require further information regarding this virtual Member Day hearing, please contact Samhita Subramanian with the Subcommittee at samhita.subramanian1@mail.house.gov.