

House Appropriations Committee Subcommittee on Legislative Branch

Notice of the FY 2025 Members' Day Hearing and Public Witness Testimony for the Record

Members' Day Hearing will be held on **Wednesday, April 17, 2024**, at 11:00 am in room HT-2 of the United States Capitol Building.

Deadline to submit Requests to Testify: April 12, 2024 at 5:00 pm EST

Please submit requests to testify by email with the subject line "Request to Testify and Name of Member" to Michelle.Reinshuttle@mail.house.gov. In your email, please include the topic of your testimony.

Each Member will be provided five minutes to testify. Each Member's complete testimony will be included in the hearing record.

If you wish to provide input but are unable to participate orally, written testimony can be submitted to the Subcommittee for placement in the public hearing record.

Deadline to submit Written Testimony for the Record: Monday, April 15, 2024

If you would like to submit written testimony for inclusion in the record, please send your testimony to: Michelle.Reinshuttle@mail.house.gov with the subject line: "FY 2025 Written Testimony for the Record".

All written testimony for the hearing record must comply with the following requirements:

- Testimony should not exceed five pages.
- Testimony should be a PDF attachment to your email.
- Type on standard 8.5 x 11-inch letter-size paper.
- Testimony should be double-spaced type in 12-point font with 1-inch margins.
- Clearly indicate in the first paragraph the agency, program, and amount of funding involved in the request.
- Do not include color or detailed photos; the use of charts and tables and the use of appropriate bold-type and bullets are acceptable.

Truth in Testimony Witness Disclosure Form

- **Truth in Testimony disclosure forms are required with all testimony submissions. Testimony submitted without a Truth in Testimony disclosure form will not be considered.**
- Find the Truth in Testimony form [here](#)

- Save the form to your computer, open in Adobe Acrobat Reader or a similar PDF reader, complete all applicable fields, save form, and submit with testimony
- For pre-form fields:
 - Committee: Appropriations
 - Subcommittee: Legislative Branch
 - Hearing Date: 04/17/2024
 - Hearing Title: FY 2025 Public Witness