

**House Committee on Appropriations
Subcommittee on Transportation, Housing and Urban Development, and Related Agencies**

**Instructions for Submitting a FY 2025 Request to Testify at Members Day
and Testimony for the Hearing Record**

Member Day Hearing

Wednesday, May 8, 2024 – 10:00 AM
2358-A Rayburn Housing Office Building

Deadline to Submit Requests to Testify: **May 3, 2024**

Deadline to Submit Testimony to be Delivered Orally: **May 3, 2024**

Deadline to Submit Written Testimony for the Record: **May 15, 2024**

If you would like to submit a request to testify, please send an email with the subject line “Request to Testify” to [Jay McCormick](mailto:Jay.McCormick@hhs.gov).

In the email, please include:

- Member’s name;
- The subject of the testimony; and
- The office telephone number and a cell phone number for a point of contact on 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 five minutes for 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;
- 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 are acceptable.

Should you have any additional questions, please email [Jay McCormick](mailto:Jay.McCormick@hhs.gov).