

## House Committee on Appropriations

### Subcommittee on State, Foreign Operations, and Related Programs

#### Instructions for Submitting a Request to Testify at Members' Day and Testimony for the Record

The State, Foreign Operations, and Related Programs Appropriations Subcommittee has scheduled a hearing to take testimony from Members of Congress on the agencies and programs under the jurisdiction of the subcommittee on Thursday, March 16, beginning at 10:00 a.m. in HT-2 of the Capitol. Each Member will have five (5) minutes for oral remarks. The order of appearance and additional hearing details will be provided prior to the hearing.

Staff of interested Members should contact Clelia Alvarado at (202) 225-2041 or [clelia.alvarado@mail.house.gov](mailto:clelia.alvarado@mail.house.gov) to confirm their Member's participation. The Subcommittee requests that each office provide a cell phone number for the Member's staff person for the day of the hearing so Subcommittee staff can reach you if there are any last-minute changes to the schedule. **All requests to testify must be received by close of business on Thursday, March 9.**

Please provide written testimony for the record by no later than close of business on Tuesday, March 14.

The written statement must conform to the following guidelines:

- Testimony must not exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 by 11 inch letter size paper, with one-inch margins and at least 12 point font;
- Clearly 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, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the five-page maximum length.

If you have any questions, please contact the Subcommittee at (202) 225-2041.