

House Committee on Appropriations Subcommittee on  
Labor, Health and Human Services,  
Education and Related Agencies

Instructions for Submitting a Request to Testify at Public Witnesses Hearing  
& Testimony for the Record

The Public Witnesses Hearing will be held on Wednesday, March 8, 2017 at 10:00 A.M in Rayburn House Office Building: 2358-C.

**DEADLINE TO SUBMIT REQUESTS TO TESTIFY: Tuesday, February 21, 2017**

If you would like to submit a request to testify please send an email with the subject line: “**Request to testify**” to: [LH.Approp@mail.house.gov](mailto:LH.Approp@mail.house.gov). In the email please state who will be testifying, the subject of the testimony, and the contact information for the witness. While the subcommittee will honor as many requests to testify as possible, capacity constraints prevent us from honoring every request.

**We will only notify those requestors who have been selected to testify.** Those selected to testify will receive further instructions.

**DEADLINE TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD: Wednesday, March 8, 2017**

If you would like to submit written testimony for the record, please send your testimony to: [LH.Approp@mail.house.gov](mailto:LH.Approp@mail.house.gov) with the subject line: “FY 2018 written testimony for the record”. You may also submit this information via fax at 202-225-3509.

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

- Your testimony should not exceed five pages
- Your testimony should be an attachment to your email
- Type on standard 8.5 by 11 inch letter size paper
- Double spaced type in 12 point font with one inch margins
- Clearly indicate your name, title, and institutional affiliation (if any) at the top of the first page
- Clearly state in the first paragraph the agency, program, and amount of funding involved in the request
- Do not include color or detailed photos; however the use of charts and tables and the use of appropriate bold type and bullets are acceptable