

**Subcommittee on The Legislative Branch
Committee on Appropriations
United States Senate**

**Outside Witness Testimony Instructions
FY 2012 Appropriations**

GUIDELINES

Format:

- Testimony (and supporting material) should be a **maximum** of four (4) pages, on 8 ½ x 11 paper, single sided, single spaced, and have a 1” margin.
- Do not include a cover page. At the top of the first page list the name of the organization submitting testimony, the subcommittee for which the testimony has been prepared, and the Office, Agency and/or Department the testimony is addressing.

Delivery:

- Please e-mail testimony to maria_veklich@appro.senate.gov with the subject line “OWT FY2012 LegisBranch.” We will only accept testimony formatted in Microsoft Word and Word Perfect. **Please DO NOT SEND PDF files.** Electronic submission only, testimony sent via the US mail or by Fax will not be accepted.
- Include contact information (contact person, e-mail address, phone, and address).

Deadline:

- All material must be received no later than Friday, April 29, 2011. This deadline will be strictly enforced.

Thank you.

Subcommittee on The Legislative Branch
Committee on Appropriations
United States Senate, S-128
Washington, DC 20510