

Subcommittee on Defense

Outside Witness Testimony Instructions FY 2009 Appropriations

GUIDELINES

Format:

- The request to testify as an outside witness should be faxed to 202.224.0110 or emailed to bridget_zarate@appro.senate.gov Witnesses will be notified by May 23, 2008 of the scheduled time to testify.
- Testimony (and supporting material) should be a **maximum** of eight (8) 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 Department and/or Agency the testimony is addressing.

Delivery:

- Please e-mail testimony to bridget_zarate@appro.senate.gov with the subject line "OWT." We will only accept testimony formatted in Microsoft word. 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 (phone, fax, e-mail, and address)

Deadline:

- All material must be received no later than Monday, May 19, 2008. This deadline will be strictly enforced.

Thank you.

Subcommittee on Defense
Committee on Appropriations
United States Senate, SD-122
Washington, DC 20510
202-224-7204