

**Subcommittee on Commerce, Justice and Science,
and Related Agencies**

**Outside Witness Testimony Instructions
FY 2013 Appropriations**

GUIDELINES

Format:

- Testimony and supporting material should be a **maximum** of 4 pages, 8 ½” x 11” letter size, 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 CJS@appro.senate.gov with the subject line “OWT.” We will only accept testimony formatted in Word Perfect and 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, March 19, 2012**. This deadline will be strictly enforced.

Thank you.

Subcommittee on Commerce, Justice and Science,
and Related Agencies
Committee on Appropriations
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