

**Subcommittee Labor, Health and Human Services, Education,
and Related Agencies
Committee on Appropriations
United States Senate
Outside Witness Testimony Instructions
Fiscal Year 2013 Appropriations**

At this time no outside witness hearings are scheduled to be conducted by the Senate Subcommittee on Labor, HHS, Education, and Related Agencies for fiscal year 2013 Appropriations. However, as in the past years, written testimony will be accepted in accordance with the guidelines below.

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 Department and/or Agency the testimony is addressing.

Delivery:

- Please e-mail testimony to lhhs@appro.senate.gov with the subject line “FY13 OWT.” 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 (name, email, physical address and telephone)

Deadline:

- All material must be received no later than **Friday, April 27, 2012.**

Thank you.

Subcommittee on Labor, Health and Human Services, Education and Related Agencies
Committee on Appropriations
United States Senate, SD-131
Washington, DC 20510
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