

**Subcommittee Labor, Health and Human Services, Education,  
and Related Agencies  
Committee on Appropriations  
United States Senate  
Outside Witness Testimony Instructions  
Fiscal Year 2014 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 2014 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](mailto:lhhs@appro.senate.gov) with the subject line “FY14 OWT.” We will only accept testimony formatted in Microsoft Word and Word Perfect. **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 5:00 p.m., **Monday, May 6, 2013.**

Thank you.

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