

## Subcommittee on Interior and Related Agencies

### Outside Witness Testimony Instructions FY 2009 Appropriations

At this time no outside witness hearings are scheduled to be conducted by the Senate Subcommittee on Interior and Related Agencies for fiscal year 2009. 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:**

- Two (2) high quality originals are required.
- Testimony should be stapled in the top left corner.
- Include contact information (phone, fax, e-mail, and address)
- A disk or an e-mail attachment with an electronic copy of the testimony and any supporting material must be submitted with the printed originals. Label the disk with the word processing software used to prepare the document (Word 6, WordPerfect 10, etc.) and the name of the organization submitting testimony. If using Macintosh software, supply a DOS formatted disk. If submitting a disk, the disk **MUST be hand delivered**.

**E-mail:** Please send testimony and any supporting material as attachments to your e-mail addressed to [INT@appro.senate.gov](mailto:INT@appro.senate.gov) with the subject line “OWT.” We will only be accepting testimony and supporting materials formatted in Word Perfect and Microsoft Word. Materials will **NOT** be accepted in PDF Format.

**Deadline:** All material must be received no later than **Friday, April 25, 2008**. This deadline will be strictly enforced.

**Due to the heightened mail screening procedures, the subcommittee cannot ensure that testimony submitted through the U.S. postal mail service will be received in a timely manner. Faxed copies of testimony will not be accepted.**

Address: Subcommittee on Interior and Related Agencies  
Committee on Appropriations  
Attention: Outside Witness Testimony  
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Washington, DC 20510  
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