

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

**Outside Witness Testimony Instructions  
Fiscal Year 2020 Appropriations**

**GUIDELINES**

**Format:**

- Testimony (including any 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 person or organization submitting testimony; that it is prepared for the Subcommittee on Commerce, Justice, and Science, and Related Agencies; and which Department and/or Agency the testimony is addressing.

**Delivery:**

- Delivery is by electronic submission only, as described below. Other forms of delivery, including fax and delivery through the U.S. mail, will not be accepted.
- Please e-mail testimony to [cjs@appro.senate.gov](mailto:cjs@appro.senate.gov) with the subject line “FY20 CJS OWT.”
- To facilitate printing, we will only accept testimony in Microsoft Word or Word Perfect formats. **DO NOT SEND PDF FILES.**
- In the email, please include contact information (name, email, physical address and telephone).

**Deadline:**

- All material must be received no later than close of business, **Friday, May 10, 2019**. This deadline may be adjusted to accommodate outside witness testimony only for any subcommittee hearings that might occur after May 10.

Thank you.

Subcommittee on Commerce, Justice, and Science, and Related Agencies  
Committee on Appropriations  
United States Senate  
Washington, DC 20510  
202-224-7277