

**Subcommittee on Labor, Health and Human Services, and Education,
and Related Agencies**

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

As in past years, the Senate Subcommittee on Labor, Health and Human Services, and Education, and Related Agencies will accept written testimony from outside witnesses in accordance with the guidelines below.

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 Labor, Health and Human Services, and Education, 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 mail, will not be accepted.
- Please e-mail testimony to lhhs@appro.senate.gov with the subject line “FY2020 LHHS OWT.”
- To facilitate printing, we can 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, **June 3, 2019**. This deadline will be strictly enforced.

Thank you.

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