

**U.S. Senate Committee on Appropriations
Subcommittee on State, Foreign Operations, and Related Programs**

**Outside Witness Testimony Instructions
Fiscal Year 2025 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 State, Foreign Operations, and Related Programs; and which Department, Agency, and/or Program 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 SFOPS@appro.senate.gov with the subject line “FY25 SFOPS 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 5 p.m., **Friday, May 31, 2024**. This deadline will be strictly enforced.

Thank you.

Subcommittee on State, Foreign Operations, and Related Programs
Committee on Appropriations
United States Senate
Washington, DC 20510