

## Subcommittee on the Legislative Branch

### Outside Witness Testimony Instructions Fiscal Year 2020 Appropriations

The Senate Subcommittee on the Legislative Branch has not scheduled any outside witness hearings on appropriations for fiscal year 2020. However, as in past years, written testimony will be accepted 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 the Legislative Branch; and which Office 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 [Alley\\_Adcock@appro.senate.gov](mailto:Alley_Adcock@appro.senate.gov) with the subject line “FY20 LegisBranch 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, **May 3, 2019**. This deadline will be strictly enforced.

Thank you.

Subcommittee on the Legislative Branch  
Committee on Appropriations  
United States Senate  
Washington, DC 20510  
202-224-9747