

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

**Outside Witness Testimony Instructions
FY 2022 Appropriations**

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.
- Please do not include a cover page. At the top of the first page, please 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:

- Please e-mail testimony to lhhs@appro.senate.gov with the subject line “FY22 OWT.” Testimony must be sent in a Word document – all other programs or formats will not be accepted. Please **DO NOT SEND PDF files**. Submissions must be electronic; testimony submitted via US mail or by Fax will not be accepted.
- Please include an e-mail address, phone, and physical address for the submission’s point of contact.

Deadline:

- All material must be received by **5:00pm on Thursday, June 24, 2021**.

Thank you.

Subcommittee on Labor, Health and Human Services, Education and Related Agencies
Committee on Appropriations
United States Senate, SD-131
Washington, DC 20510
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