

## **Subcommittee on State, Foreign Operations, and Related Programs**

### **Outside Witness Testimony Instructions**

#### **Fiscal Year 2020 Appropriations**

**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 U.S. mail, will not be accepted.
- Please e-mail testimony to [SFOPS@appro.senate.gov](mailto:SFOPS@appro.senate.gov) with the subject line “FY20 STATE 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, Monday, June 3, 2019. 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  
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