

**Senate Committee on Appropriations
Subcommittee on Transportation, Housing and Urban Development,
and Related Agencies**

**Outside Witness Testimony Instructions
Fiscal Year 2020 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 Transportation, Housing and Urban Development, 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 thud@appro.senate.gov with the subject line “FY20 THUD Outside Witness Testimony.”
- To facilitate printing, we can only accept testimony in Microsoft Word format. **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, Friday, April 12, 2019. This deadline may be adjusted to accommodate outside witness testimony only for subcommittee hearings that might occur after April 12.

Thank you.

Subcommittee on Transportation, Housing and Urban Development,
and Related Agencies
Committee on Appropriations
United States Senate
Washington, DC 20510
202-224-5310