

**Subcommittee on Transportation, Housing and Urban Development,  
and Related Agencies**

**Outside Witness Testimony Instructions  
FY 2018 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 the 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](mailto:THUD@appro.senate.gov) with the subject line “FY18 THUD Outside Witness Testimony.”
- 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, **Friday, May 26, 2017**. This deadline may be adjusted to accommodate outside witness testimony only for subcommittee hearings that might occur after May 26.

Thank you.

Subcommittee on Transportation, Housing and  
Urban Development, and Related Agencies  
Committee on Appropriations  
United States Senate  
Washington, D.C. 20510  
(202) 224-5310