

**U.S. Senate Committee on Appropriations  
Subcommittee on Commerce, Justice, Science, and Related Agencies**

**Outside Witness Testimony Instructions  
Fiscal Year 2025 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 Commerce, Justice, Science, 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 [cjs@appro.senate.gov](mailto:cjs@appro.senate.gov) with the subject line “FY25 CJS 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, **Friday, May 24, 2024**. This deadline will be strictly enforced.

Thank you.

Subcommittee on Commerce, Justice, Science, and Related Agencies  
Committee on Appropriations  
United States Senate  
Washington, DC 20510