

**Subcommittee on Interior, Environment and Related Agencies  
Outside Witness Testimony Instructions  
FY 2013 Appropriations**

At this time no outside witness hearings are scheduled to be conducted by the Senate Subcommittee on the Interior, Environment, and Related Agencies for fiscal year 2013. However, as in the past years, written testimony will be accepted in accordance with the guidelines below.

**GUIDELINES**

**Format:** Testimony (and supporting material) should be a **maximum** of four (4) pages, Formatted to fit 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 organization submitting testimony, the subcommittee for which the testimony has been prepared, and the Department and/or Agency the testimony is addressing.

**E-mail:** Please send testimony and any supporting material as attachments to your e-mail addressed to [INT@appro.senate.gov](mailto:INT@appro.senate.gov) with the subject line “OWT.” We will only be accepting testimony and supporting materials formatted in Word Perfect and Microsoft Word. **Materials will not be accepted in PDF Format.** Electronic submissions only, testimony sent via US mail or by Fax will not be accepted. Include contact information (name, phone, e-mail and address).

**Deadline:** All material must be received no later than close of business **Friday, April 27, 2012.**

Subcommittee on Interior, Environment and Related Agencies  
Committee on Appropriations  
United States Senate  
(202) 228-0774