

**House Committee on Appropriations
Subcommittee on Labor, HHS, Education and Related Agencies**

**INSTRUCTION FOR PROVIDING WRITTEN
TESTIMONY FOR FISCAL YEAR 2005**

As in the past, interested parties may submit written testimony to be included in the official hearing record. Testimony must be received no later than 5:00 pm on April 29, 2004, for it to be included in the printed hearing volume.

Due to the current postal service measures, which have complicated Congressional mail procedures, the Subcommittee strongly recommends submitting testimony via electronic mail as an attachment to approp.LaborH@mail.house.gov (in Microsoft Word format). You must meet the following requirements:

- Not exceed five single-spaced 8.5 by 11 inches letter size pages, printed in at least 12 point font with one inch margins, on only one side of each page;
- Clearly indicate name, title, and institutional affiliation.
- Not include color and detailed photos since the hearing volume will be photographically reproduced. However, charts and tables are acceptable, within the five page maximum length.

To send via standard mail, you should send two individually stapled, unfolded copies to:

Subcommittee on Labor, HHS, Education and Related Agencies Appropriations
2358 Rayburn House Office Building
Washington, DC 20515

If sending via standard mail, please allow more than ten days in advance of the 5:00 pm April 29, 2005 deadline, due to the Congressional mail procedures.

Please follow these instructions carefully and adhere to the deadline. **Do not send material via fax; it will not be accepted.** Additional or late material will not be included in the printed hearing record.

If you have any questions, please contact the Subcommittee on (202) 225-3508.