

House Committee on Appropriations Subcommittee on

Labor, Health and Human Services,

Education, and Related Agencies

Instructions for Submitting Testimony for the Record

DEADLINE TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD: FRIDAY, APRIL 15, 2016

If you would like to submit outside written testimony for the record, please send your testimony to: lh.approp@mail.house.gov with the subject line: "FY 2017 written testimony for the record". You may also submit this information via fax at 202-225-3509.

All written testimony for the record must comply with the following requirements:

- Your testimony should not exceed five pages, single sided
- Your testimony should be an attachment to your email
- Type on standard 8.5 X 11 inch paper with one-inch margins with a 12 point font
- In the first paragraph, clearly state your name, title, and institutional affiliation (if any) along with the agency, program, and amount of funding (if applicable) for your request
- Do not include color or detailed photos; however the use of charts and tables and the use of appropriate bold type and bullets are acceptable
- For your privacy, your testimony should not include:
 - Personal address
 - Personal phone number
 - Signature

Thank you for your interest.