Mr. Dean C. Garfield  
President and CEO  
Information Technology Industry Council  
1101 K Street, N.W.; Suite 610  
Washington, DC 20005

Dear Mr. Garfield:


The attached documents provide important details concerning the preparation and presentation of your testimony.

- The first attachment describes the form your testimony must take.
- The second attachment provides you with Electronic Format Guidelines that detail how to file testimony electronically.
- The third attachment provides you the Rules for the Committee on Energy and Commerce.
- The fourth attachment provides you with a Truth-in-Testimony Disclosure form and a Truth-in-Testimony instruction sheet.

Please be aware that, in accordance with the Committee’s usual practice, witnesses have a right to be represented by counsel, who may advise the witnesses on their Constitutional rights, but cannot testify. In addition, hearings are open to audio, video, and photographic coverage by accredited press representatives only.
If you have any questions concerning any aspect of your testimony, please contact Melissa Froelich or Paul Jackson of the Energy and Commerce Committee staff at (202) 225-2927.

Sincerely,

Robert E. Latta
Chairman
Subcommittee on Digital Commerce
and Consumer Protection

Enclosures:  (1) Form of Testimony
(2) Electronic Format Guidelines
(3) Rules for the Committee on Energy and Commerce
(4) Truth-in-Testimony Disclosure form