



Conference on Federal Campaign Finance Laws For House and Senate Campaigns, Political Party Committees and Corporate/Labor/Trade Political Action Committees

(Photo: National Park Service)

**Hilton St. Louis at the Ballpark
St. Louis, MO
November 6-7, 2007**

Conference Information:

Who should attend this conference?

- Treasurers and staff of the following who have responsibility for compliance with federal campaign finance laws:
 - **House and Senate Campaigns**
 - **National, State, District and Local Political Party Committees**
 - **Corporations**
 - **Trade Associations**
 - **Labor Organizations**
 - **Membership Organizations**
- Attorneys, accountants and consultants who have clients that are any of the above types of organizations
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to the types of organizations listed above

How do I know which track should I sign up for?

Several of the workshops are divided into sections designed for campaign committees, party committees and corporate/labor/trade association PACs. You should choose the track that applies to the type of organization you represent. If you are still unsure which track to enroll in, please [contact us for assistance](#).

What is the schedule?

The agenda/schedule appears at the end of this document.

I'm with a nonconnected committee - Can I come to this conference?

You may attend, but it is not recommended for you, as the content of this conference is not tailored to your type of organization. Nonconnected committees (i.e., those without a corporate or union sponsor, including those sponsored by partnerships) should attend an upcoming DC seminar or roundtable (to be announced later).

Are there workshops for beginners?

Yes. The workshop entitled Basics: The Big Picture provides an overview of campaign finance law that is applicable to everyone. Breakout workshops for each group in fundraising offer basic information geared to the specific type of organization. Beginners also benefit from the chance to network with more experienced campaign finance law professionals.

How about someone who is a seasoned veteran of campaign finance law - Does this conference fit their needs?

Yes. Advanced workshops are offered on topics such as election-related communications and recent developments in campaign finance law, so that experienced attendees can update their knowledge. All of the workshops are updated regularly with new information, as needed. Moreover, FEC conferences offer an opportunity for both beginners and advanced attendees to network with one another, to share ideas and to learn from each other.

Are CLE credits (or continuing education credits) available?

The FEC has not applied in any state to be an official CLE (or CE) sponsor. Attendees in the past, however, have applied on their own for, and received, continuing education credits for their attendance at FEC conferences. Contact your state MCLE organization (or state board of accountancy, for accountants) for more information. Please contact us at conferences@fec.gov if you have further questions or need additional materials for your application.

Registration Information

What is the registration fee?

The registration fee is \$450 per attendee. A late charge of \$25 will be added for registrations received after October 12, 2007. This amount covers the cost of the conference, materials, meals and refreshments. A full refund will be made for all cancellations received before that date. Note: Credit card payments will appear on your statement as paid to Sylvester Management Corporation.

How do I register for the conference?

- Visit https://www.sylvestermanagement.com/FEC/2007pages/110607stlouis_regional.htm to register online
- Visit http://www.fec.gov/info/conferences/2007/stlouis07_regform.pdf for a screen-fillable form to register by mail or fax.

Will you make an attendee list available?

We will include the attendee list with the notebooks provided to attendees at registration. Due to Privacy Act concerns, however, only those attendees who have signed and submitted a form granting their consent to share their contact information will be included on that list. If you would like to ensure you share your contact information with other attendees, please submit this form. A link to the form will be sent to you when you register. If you are not attending the conference, or if you want to receive the attendee list before the conference, please [contact the FEC's FOIA office](#) in the Office of General Counsel's General Law and Advice Division at 202-694-1650.

Logistics

What hotel arrangements do I need to make?

The conference will be held at the Hilton St. Louis at the Ballpark Hotel, One South Broadway @ Market Street, St. Louis, Missouri, United States 63102.

Attendees are responsible for making their own hotel reservations. (Note: Please do not finalize your air reservations until you have received confirmation of your registration for the conference from our contractor, Sylvester Management Corporation.) A room rate of \$119 single/double is available for hotel reservations made by October 12. Call 1-877-845-7354 and reference the campaign finance laws conference to reserve this group rate.

How do I get there?

- By Car: Visit http://www1.hilton.com/en_US/hi/hotel/STLBVHF-Hilton-St-Louis-at-the-Ballpark-Missouri/directions.do for a map and directions. Self-Parking is \$14/day; Valet parking is \$21/day.
- By Public Transportation: The hotel is near the 8th and Pine Metrolink subway station. Visit <http://www.metrostlouis.org/default.asp> for more information on public transportation options.
- By Taxi: Taxis from the airport to the hotel are approximately \$37 plus tax. Alternatively, Trans Express Shuttle costs \$26/person round trip and runs every 20 minutes.

What is the weather like in St. Louis in November?

Visit <http://www.crh.noaa.gov/lx/> for the National Weather Service forecast for St. Louis.

What should I wear?

While there is no formal dress code for our conferences, attendees typically wear business casual attire.

Additional Questions:

Conference Program: 1-800/424-9530 (press 6) or e-mail Conferences@fec.gov

Conference Registration/Fees: 1-800/246-7277 or e-mail tonis@sylvestermanagement.com

FEC Conference on Federal Campaign Finance Law for House/Senate Campaigns, Political Party Committees and Corporate/Trade/Labor Political Action Committees

Agenda

November 6-7, 2007
Hilton St. Louis at the Ballpark, St. Louis, MO

Tuesday, November 6, 2007

8:00 - 9:00 AM Registration

9:00 - 9:15 AM Welcome

9:30 - 11:00 AM **Breakout Workshops: Choose One Option**

A1: Basics of the Law

- Organization of committee
- Contributions and expenditures
- Filing information
- Disclaimers

A2: Recent Developments in Federal Campaign Finance Law

(Do not choose this option unless you have previously attended an FEC conference.)

- New FEC regulations
- Court decisions
- Pending legislation
- Note: This workshop will be repeated on Day 2

11:00 - 11:15 AM **Break**

11:15 AM - 12:45 PM **Team Workshops: Fundraising, Part 1**

Please choose the option that applies to the organization you are representing

B1: House and Senate Campaigns

- Expenditures by candidates
- Support from individuals and unincorporated businesses
- Independent expenditures
- Corporate/labor support

B2: Political Party Committees

- Federal/nonfederal accounts
- Sources of support
- Levin funds and Federal Election Activity
- Allocation rules

B3: Corporate/Labor/Trade Political Action Committees

- Restricted class
- Solicitation notices
- Collection of contributions
- Payroll deductions

12:45 - 1:45 PM

Luncheon Speaker

An FEC Commissioner or senior staff member will address a topic related to federal campaign finance law.

2:00 - 3:30 PM

Team Workshops: Fundraising, Part 2 (Continued)

B1: House/Senate Campaigns

- Support from PACs and party committees
- Permitted and prohibited uses of campaign funds
- Travel rules
- Restrictions on candidate fundraising for other groups

B2: Political Party Committees

- Fundraising for party by candidates and officeholders
- Fundraising for 501(c) and 527 organizations
- Supporting federal candidates
- Coordinated party expenditures

B3: Corporate/Labor/Trade Political Action Committees

- Raffles, auctions and events
- Meetings
- Written and electronic communications
- Combined dues/solicitation statements

4:00 - 5:00 PM

Reception

An opportunity to wind down the day and network with other attendees and FEC Commissioners and staff.

Wednesday, November 7, 2007

8:00 - 9:00 AM

Breakfast with the IRS

A guest speaker from the IRS will give an overview of tax rules for political organizations and answer your questions about tax law.

9:00 - 9:15 AM

Break

9:00 - 10:30 AM

Team Workshops: FEC Reporting

(Note: Your team selection from yesterday continues this morning.)

B1: House and Senate Campaigns

- Disclosing contributions and expenditures
- Tricky reporting scenarios
- Disclosing loans received from candidate or banks
- Joint fundraising activity

B2: Political Party Committees

- Disclosing allocated administrative and fundraising expenses
- Disclosing advertising costs
- Tricky reporting scenarios
- Joint fundraising activity

B3: Corporate/Labor/Trade Political Action Committees

- Disclosing contributions and expenditures
- Tricky reporting scenarios
- Independent expenditures
- Voter drives and public communications

10:45 - 11:00

Break

11:00 - 12:30

Breakout Workshops: Choose One Option

C1: Election-Related Communications

- Electioneering communications
- Coordinated communications - new guidelines
- Independent expenditures
- Permitted corporate/labor/trade organization communications

C2: Best Practices: The Three R's (Recordkeeping, Reporting and Responding)

- Disclosing the purpose of disbursements
- Internal controls
- Requests for additional information
- Audits

12:30 - 1:30 PM

Luncheon Roundtables

An opportunity to sit with an FEC Commissioner or senior staff member who will informally discuss a topic related to federal campaign finance law and answer your questions.

1:45 - 3:15 PM

Breakout Workshops: Choose One Option

D1: Using Corporate/Labor/Association Resources to Help Federal Candidates and Parties

- Candidate appearances, "meet and greets" and fundraising events
- New rules for use of computers and internet access
- Guidelines for corporate/labor/trade involvement

D2: Recent Developments in Federal Campaign Finance Law (Repeat from Day 1)

- New FEC regulations
- Court decisions
- Pending legislation

3:15 - 3:30 PM

Break

3:30 - 4:30 PM

FEC Jeopardy/Wrap-Up Panel

A fun, interactive, wrap-up session reviewing material presented during the conference.