



FEC Conference on Federal Campaign Finance Laws for Trade Associations, Membership Organizations, Labor Organizations and their PACs

Hyatt Regency Washington on Capitol Hill
Washington DC
June 4-5, 2007

Conference Information:

Who should attend this conference?

- Treasurers and staff of the following who have responsibility for compliance with federal campaign finance laws:
 - **Trade Associations**
 - **Labor Organizations**
 - **Membership Organizations**
- Attorneys, accountants and consultants who have clients that are trade, membership or labor organizations
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to trade associations, labor organizations and/or membership organizations.

I don't know if my organization is a trade association or a membership organization.

Which track should I sign up for?

Several of the workshops are divided into one track for trade associations (which have additional rules to learn) and another for membership and labor organizations. Your organization is a trade association under FEC regulations if its membership is engaged in a similar or related line of commerce or business and if the organization promotes and tries to improve the business conditions of its membership. If this describes your organization, you should sign up for the trade association track. The membership/labor track focuses on rules for labor organizations and other types of incorporated membership organizations, such as chambers of commerce and 501(c)(4) corporations. If you are still unsure which track to enroll in, please e-mail Conferences@fec.gov for assistance.

What is the schedule?

The 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, to be announced later this year or one of the state outreach program meetings scheduled for this Summer. Visit <http://www.fec.gov/info/outreach.shtml> for more information.

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 on their own applied 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 May 4, 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?

You can register either online, by mail or by fax. The agenda for the conference provides more information on breakout options.

- Visit http://www.fec.gov/info/conferences/2007/tml07_regform.pdf for a registration form to register by mail or fax.
- Visit <https://www.sylvestermanagement.com/FEC/2007pages/060407tradememlabor.htm> to register online.

If you have questions about the processing of your registration, please contact Sylvester Management Corporation at 1-800-246-7277 or e-mail tonis@sylvestermanagement.com.

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 the form below will be included on that list. If you would like to ensure you share your contact information with other attendees, please download and submit the form Request for Consent to Release Your Contact Information to Other Attendees, available online at http://www.fec.gov/info/conferences/2007/requestforconsent_tml07.pdf.

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 Hyatt Regency on Capitol Hill, 400 New Jersey Ave. NW, Washington DC 20037. 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 \$229 single (\$254 double) is available for hotel reservations made by May 7, 2007. Visit <http://washingtonregency.hyatt.com/groupbooking/wasrwfdec2007> to make your reservations and reserve this group rate.

How do I get there?

- By Car: Valet parking is available to hotel guests for \$33 per night. Hourly parking is available for approximately \$25 for 6-9 hours. For driving directions, visit <http://washingtonregency.hyatt.com/hyatt/hotels/services/maps/index.jsp?icamp=propMapDirections>.
- By Public Transportation (recommended): The hotel is walking distance from Union Station, serviced by Metro subway, VRE and Marc Commuter Trains and Amtrak. Visit <http://washingtonregency.hyatt.com/hyatt/hotels/services/transportation/index.jsp> for more information.

What is the weather like in DC in June?

Early June usually brings nice weather, but it can get hot with an occasional thunderstorm. Visit <http://www.erh.noaa.gov/lwx/> for the National Weather Service forecast for Washington, DC.

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 Trade Associations, Membership Organizations,
Labor Organizations and their Political Action Committees***

Agenda

June 4-5, 2007

Hyatt Regency on Capitol Hill, Washington, DC

Monday, June 4, 2007

8:00 - 8:45 AM Registration

8:45 - 9:00 AM Welcome

9:15 - 10:45 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

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

10:45 - 11:00 AM Break

11:00 AM - 12:30 PM

Team Workshops: Choose the Option that Applies to the Organization you are representing

B1: Trade Associations: PAC Fundraising, Part 1

- Restricted class
- Prior approval
- Solicitation notices
- Collection of contributions

B2: Membership and Labor Organizations: PAC Fundraising, Part 1

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

12:45 - 1:45 PM

Luncheon Roundtables

At each table, attendees will 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. A list of the table topics will be supplied at registration. You may sit at the table of your choice.

2:00 - 3:30 PM

Team Workshops (Continued)

B1: Trade Associations: Fundraising, Part 2

- Raffles, auctions and events
- Conventions
- Written and electronic communications
- Matching charitable contributions

B2: Membership and Labor Organizations: Fundraising, Part 2

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

Tuesday, June 5, 2007

8:00 - 8:45

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 - 10:30

FEC Reporting

- Disclosing contributions and expenditures
- Tricky reporting scenarios
- Disclosing costs for public communications and other ads

10:30 - 10:45

Break

10:45 - 12:15

Breakout Workshops: Choose One Option

C1: Election-Related Communications

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

C2: Meet Your Analyst: One-on-One Reporting Help

The FEC Campaign Finance Analyst who reviews your committee's reports will be available to answer questions about reporting and the FEC's review process. This is your opportunity to individually discuss how to report specific situations with an FEC staff member.

12:30 - 1:30 PM

Luncheon Roundtables

Another 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 Your Organization's Resources to Help Federal Candidates and Parties

- Candidate appearances, "meet and greets" and fundraising events
- New rules for use of computers and internet access by your organization's members
- 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

3:30 - 4:30 PM

FEC Jeopardy

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