

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

Wyndham Orlando Resort
Orlando, FL
February 12-13, 2008



Photos courtesy of Orlando/Orange County Convention & Visitors Bureau® and Wyndham Orlando Resort

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
- Anyone who wants to learn about the new campaign finance law provisions of the Honest Leadership and Open Government Act of 2007

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 at conferences@fec.gov.

What is the schedule?

The agenda and schedule for the conference is attached.

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

You may attend, but 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 contact the FEC at conferences@fec.gov for recommendations regarding training.

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. We will also introduce the recent changes to the statute made by the Honest Leadership and Open Government Act of 2007. 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 if you have further questions or need additional materials for your application.

Registration Information

What is the registration fee?

The registration fee is \$475 per attendee. A late charge of \$25 will be added for registrations received after January 11, 2008. 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?

- ▶ Register online at https://www.sylvestermanagement.com/FEC/2008pages/021208orlando_regional.htm
- ▶ Register by mail or fax by using the screen-fillable form at http://fecds005.fec.gov/info/conferences/2008/orlando08_regform.pdf

If you use an online form to register for a conference, information you provide may be retained so that information about changes, upgrades, etc. may be provided where appropriate. Please see our Privacy policy at <http://www.fec.gov/privacy.shtml> for more information.

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. The form will be sent to attendees in January after they register for the conference. If you would like to ensure you share your contact information with other attendees, please submit this form by February 2.

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 Wyndham Orlando Resort, 8001 International Drive, Orlando, FL 32819. The hotel is located on International Drive near Universal Studios and offers complimentary shuttle service to Universal Studios, Sea World and Wet n' Wild amusement parks.

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 \$189 single/double is available for hotel reservations made by January 11, 2008. Call 1-800-421-8001 or 1-407-351-2420 and identify yourself as attending the Federal Election Commission conference to reserve this group rate. The hotel will also charge a 7.5% resort fee plus 12.5% taxes. Taxes and resort fees are subject to change.

How do I get there?

- ▶ By Car: Click here for Map/Driving Directions. From Orlando International Airport: When leaving the airport, take the "Bee Line Expressway" (also know as State Road 528) going west. Once on the expressway, go through two toll booths. After the second toll booth, take the International Drive Exit (exit 1). Turn right onto I Drive. Resort is located 1-1/2 miles on the right side. Parking is available onsite.
- ▶ By Taxi/Shuttle: Taxis from the airport to the hotel (about 16 miles) are approximately \$31 plus tax. Alternatively, shuttles cost approximately \$18 one way or \$30 roundtrip. Contact Mears Transportation Co. at 1-800-759-5219 for information.

What is the weather like in Orlando in February?

Visit <http://www.srh.noaa.gov/mlb> for the National Weather Service forecast for Orlando.

What should I wear?

While there is no formal dress code for our conferences, attendees typically wear business casual attire. Due to the unpredictability of the meeting room temperature, you may want to bring a sweater or jacket.

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

Agenda

FEC Regional Conference

February 12-13, 2008
Wyndham Orlando Resort, Orlando, FL

Tuesday, February 12, 2008

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, including an update on HLOGA 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, February 13, 2008

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 providing travel, 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, including an update on HLOGA 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.