



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

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Sheraton Fisherman's Wharf Hotel  
San Francisco, CA  
October 28-29, 2009

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## 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 changes resulting from the Honest Leadership and Open Government Act of 2007 and recent litigation

### **How do I know which track I should 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](mailto: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 the 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](mailto:conferences@fec.gov) for recommendations regarding training.

### **Are there workshops for beginners?**

Yes. The workshop entitled Getting Started: Basics for Beginners 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 Corporate/Labor Communications and Legal Issues (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 \$550 per attendee. A late fee of \$50 will be added for registrations received after 5 p.m. EDT, September 25, 2009. 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/2009pages/102809sanfrancisco\\_regional.htm](https://www.sylvestermanagement.com/FEC/2009pages/102809sanfrancisco_regional.htm)
- Register by mail or fax by using the screen-fillable form at <http://fecds.005.fec.gov/info/conferences/2009/sanfranreg09.pdf>

If you use an online form to register for a conference, the information you provide may be retained so that details about changes, upgrades, etc. may be communicated 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 September after they register for the conference. If you would like to share your contact information with other attendees, please submit this form by October 13.

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 Law and Advice Division at 202-694-1650.

## **Logistics**

### **What hotel arrangements do I need to make?**

The conference will be held at the Sheraton at Fisherman's Wharf, 2500 Mason Street, San Francisco, CA 94133. The hotel is located in the heart of San Francisco's most celebrated neighborhood. Attendees will be right next to Pier 39, Ghirardelli Square, Alcatraz Island, and the world famous San Francisco Cable Car line.

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/double is available for hotel reservations made by September 25, 2009. Click the reservations link on the

FEC's conference web site or call 1-888-627-7024 and identify yourself as attending the Federal Election Commission conference to reserve this group rate. The hotel will charge the prevailing sales tax, currently 14.1%.

### How do I get there?

- ❑ By car: **Entering from the East into the city:** Take Interstate 80 to the Bay Bridge. Exit at Fremont Street and turn left; proceed to Howard. Turn right on Howard and continue to Embarcadero. Turn left onto Embarcadero and continue to Northpoint. Turn left onto Northpoint; the hotel is located on the right. Parking is available on site for \$43/day.
- ❑ By car: **Entering from the North into the city:** Take the Golden Gate Bridge/Highway 101 South to the Marina Boulevard Exit. Turn left onto Bay Street and proceed one mile. Turn left onto Mason Street, continue for one block, and turn right onto Northpoint. The hotel entrance will be located on the left. Parking is available on site for \$43/day.
- ❑ By car: **Entering from the Cliff House (West) into the city:** Take Geary Boulevard and turn left onto Van Ness Avenue. Proceed approximately 0.5 miles, then turn right onto Northpoint. Continue for seven blocks to the hotel. The hotel is located at the corner of Northpoint Street and Mason Street. Parking is available on site for \$43/day.
- ❑ By car: **Entering from the South into the city:** Take Highway 101 North to Interstate 280 North. Follow I-280 until it turns into King Street, then Embarcadero. Continue for two miles, and then turn left onto Northpoint. The hotel entrance is located between Powell and Mason, on the right. Parking is available on site for \$43/day.
- ❑ By Taxi/Shuttle: Taxis from the airports (SFO and OAK) to the hotel are approximately \$40-\$60 plus tax. Alternatively, shuttles cost approximately \$16-\$28 per person when booked in advanced (SFO and OAK). Contact "Airport Express San Francisco" at [www.airportexpresssf.com](http://www.airportexpresssf.com) for information.

### What is the weather like in San Francisco in October?

Visit <http://forecast.weather.gov/MapClick.php?CityName=San+Francisco&state=CA&site=MTR&textField1=37.8033&textField2=-122.411>

### What should I wear?

While there is no formal dress code for our conferences, attendees typically wear business casual attire. Due to the variability 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](mailto:Conferences@fec.gov)

**Conference Registration/Fees:** 1-800/246-7277 or e-mail [rosalyn@sylvestermanagement.com](mailto:rosalyn@sylvestermanagement.com)



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**Agenda**  
**FEC Regional Conference**  
**October 28-29, 2009**  
**Sheraton Fisherman's Wharf Hotel**  
**San Francisco, CA**

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**Wednesday, October 28, 2009**

**8:00 - 9:00 AM**

**Registration**

**9:00 - 9:15 AM**

**Welcome**

**9:30 - 11:00 AM**

**Breakout Workshops: Choose One Option**

**A1: Getting Started: Basics for Beginners**

- Organization of committees
- Contributions and expenditures
- Filing Information

**A2: Legal Issues - Recent Developments in Federal Campaign Finance Law** *(Do not select option A2 if you have not previously attended an FEC conference.)*

- Important court cases
- Recent legislation and regulations
- Note: This workshop will be repeated on Day 2

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

**Break**

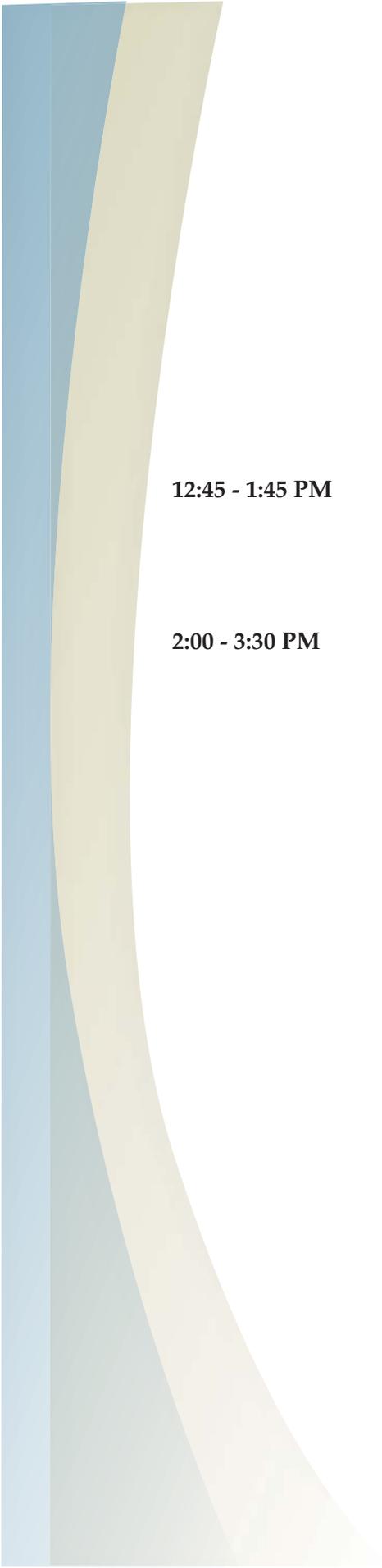
**11:15 AM - 12:45 PM**

**Team Workshops: Operations, Part 1**

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

**B1: House and Senate Campaigns**

- Support from the candidate
- Contributions
- Volunteer exemptions



12:45 - 1:45 PM

**B2: Political Party Committees**

- Types of accounts
- Fundraising by federal candidates
- Collection of contributions

**B3: Corporate/Labor/Trade Political Action Committees**

- Restricted Class
- Solicitation notices
- Collection of contributions

**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: Operations, Part 2**

**B1: House/Senate Campaigns**

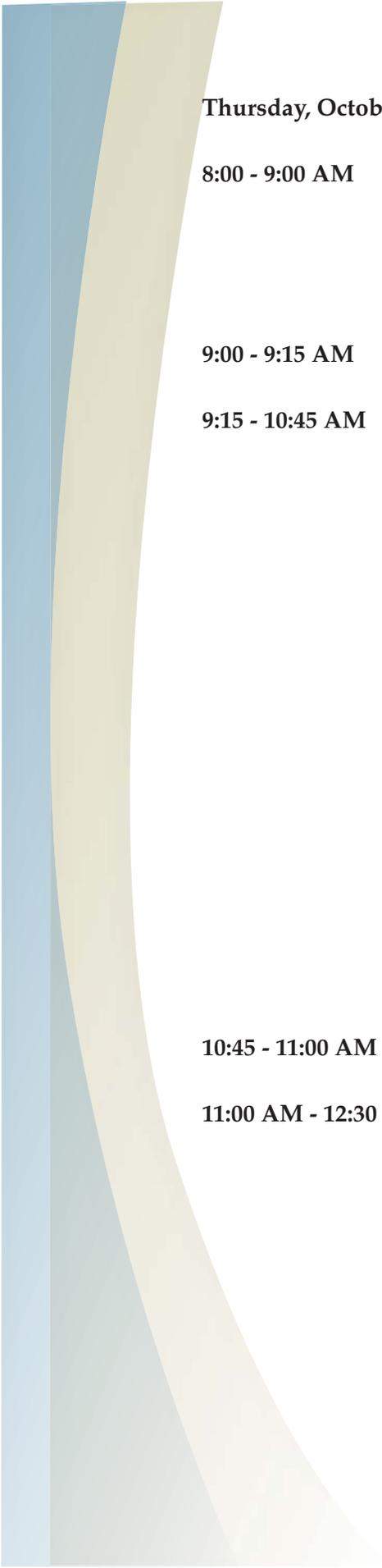
- Lobbyist bundling
- Use of campaign funds
- Operating expenditures

**B2: Political Party Committees**

- Federal Election Activity
- Exempt party activity
- Phone banks

**B3: Corporate/Labor/Trade Political Action Committees**

- Raffles, auctions and events
- Meetings and conventions
- Online Fundraising



Thursday, October 29, 2009

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**

9:15 - 10:45 AM

**Team Workshops: Operations, Part 3**

**B1: House/Senate Campaigns**

- Party support/communications
- Coordinated communications
- Independent expenditures

**B2: Political Party Committees**

- Paying bills and reporting expenses
- Federal/nonfederal allocation
- Federal/Levin funds allocation

**B3: Corporate/Labor/Trade Political Action Committees**

- Coordinated communications
- Independent expenditures
- Bundling

10:45 - 11:00 AM

**Break**

11:00 AM - 12:30 PM

**Breakout Workshops: Choose One Option**

**C1: The Three R's - Recordkeeping, Reporting and Responding**

- How to work with your analyst
- FECfile reporting examples

**C2: Corporate/Labor Communications**

- Electioneering communications
- Permitted corporate/labor/trade organization communications

**12:30 - 1:30 PM**

**Lunch - "Best Practices" Video Presentation**

FEC Audit Division Director Joe Stoltz offers recommendations regarding committee management.

**1:45 - 3:15 PM**

**Breakout Workshops: Choose One Option**

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

- Candidate appearances and a fundraising events
- Guidelines for corporate/labor/trade involvement

**D2: Legal Issues - Recent Developments in Federal Campaign Finance Law (Repeated from Day 1)**

- Important court cases
- Recent legislation and regulations

**3:15 - 3:30 PM**

**Break**

**3:30 - 4:30 PM**

**FEC Jeopardy**

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

