



# 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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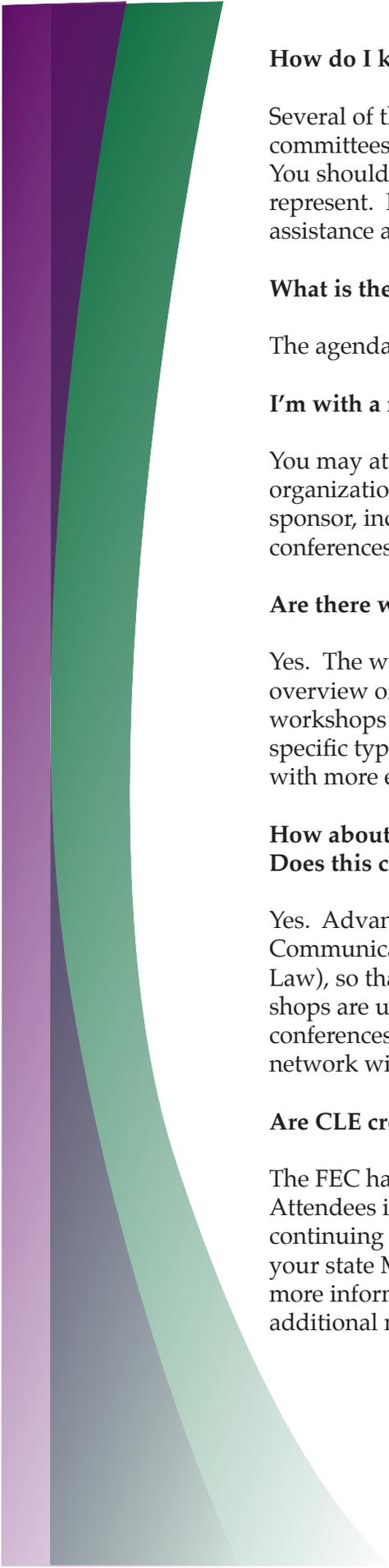
InterContinental New Orleans  
New Orleans, LA  
March 23-24, 2010 (Rescheduled)

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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 recent changes resulting from legislation and 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/Trade Communications and Legal Issues (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 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 charge of \$50 will be added for registrations received after 5 p.m. EDT, March 6, 2010. 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/2010pages/020910neworleans\\_regional\\_regform.htm](https://www.sylvestermanagement.com/FEC/2010pages/020910neworleans_regional_regform.htm)
- Register by mail or fax by using the screen-fillable form at <http://www.fec.gov/info/conferences/2010/no2010regform.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 an attendee list with the notebooks provided to attendees at registration. However, due to Privacy Act concerns, 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 share your contact information with other attendees, please submit this form by January 29, 2010.

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 InterContinental New Orleans, 444 St. Charles Avenue, New Orleans, LA 70130. The hotel is located in the center of New Orleans, two blocks from the French Quarter and six blocks from the riverfront.

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 \$169 single/double is available for hotel reservations made by March 6, 2010. To make your hotel reservations and reserve this group rate, please call 800/445-6563 and identify yourself as attending the Federal Election Commission conference. Alternatively, click the reservations link



on the FEC's conference web site. The hotel will charge the prevailing sales tax, currently 13%, and a \$2.00 per room, per night occupancy fee.

### **How do I get there?**

- ❑ By Car (driving from airport):
  - ❑ From West: I-10 East to ex 234b/Poydras St. Go 8 blocks to Carondelet. Turn left. Turn right on Perdido that ends at St. Charles Ave. (1 bl).
  - ❑ From East: I-10 West to ex 235b/Canal St. Go 1 block & turn right on Canal St. Go 10 blocks, turn right on St. Charles Ave. Go 3 blocks.
- ❑ By Taxi/Shuttle: Taxis from the airport to the hotel are approximately \$29 plus tax. Alternatively, shuttles cost approximately \$13.

### **What is the weather like in New Orleans in February?**

Visit <http://www.weather.gov/neworleans>.

### **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**  
**March 23-24, 2010**  
**InterContinental New Orleans**  
**New Orleans, LA**

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**Tuesday, March 23, 2010**

**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**

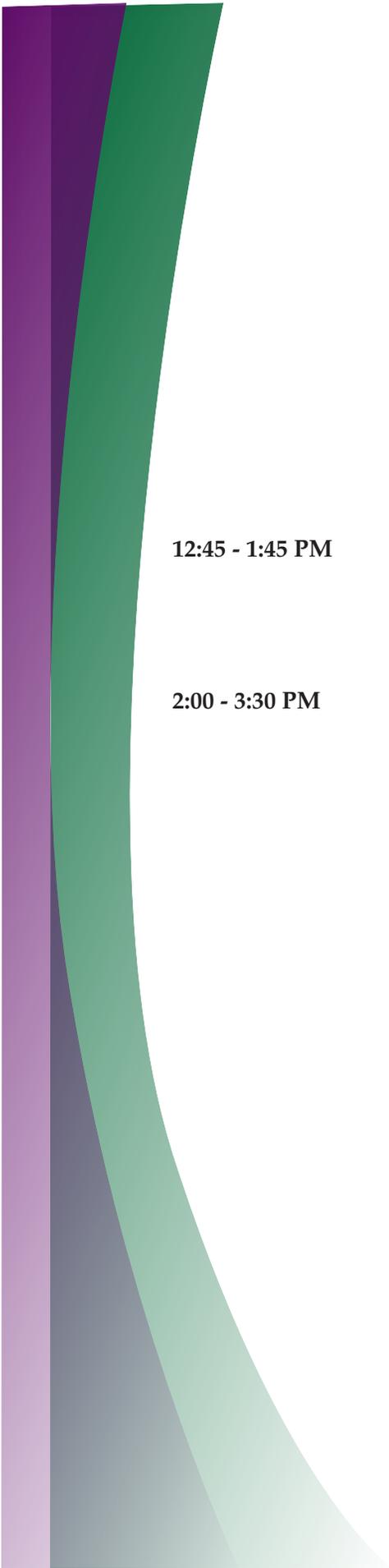
**11:15 AM - 12:45 PM**

**Team Workshops: Committee Operations, Part 1**

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

**B1: House and Senate Campaigns: Sources of Support for Candidate Committees**

- Support from the candidate
- Permissible uses of contributions
- Volunteer exemptions



**B2: Political Party Committees: Organization and Fundraising**

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

**B3: Corporate/Labor/Trade Political Action Committees: Organization and Solicitation Basics**

- Restricted Class
- Solicitation notices
- Collection of contributions

12:45 - 1:45 PM

**Networking Luncheon**

An opportunity to discuss questions and common issues with fellow attendees.

2:00 - 3:30 PM

**Team Workshops: Committee Operations, Part 2**

**B1: House/Senate Campaigns: Sources of Support for Candidate Committees (cont'd)**

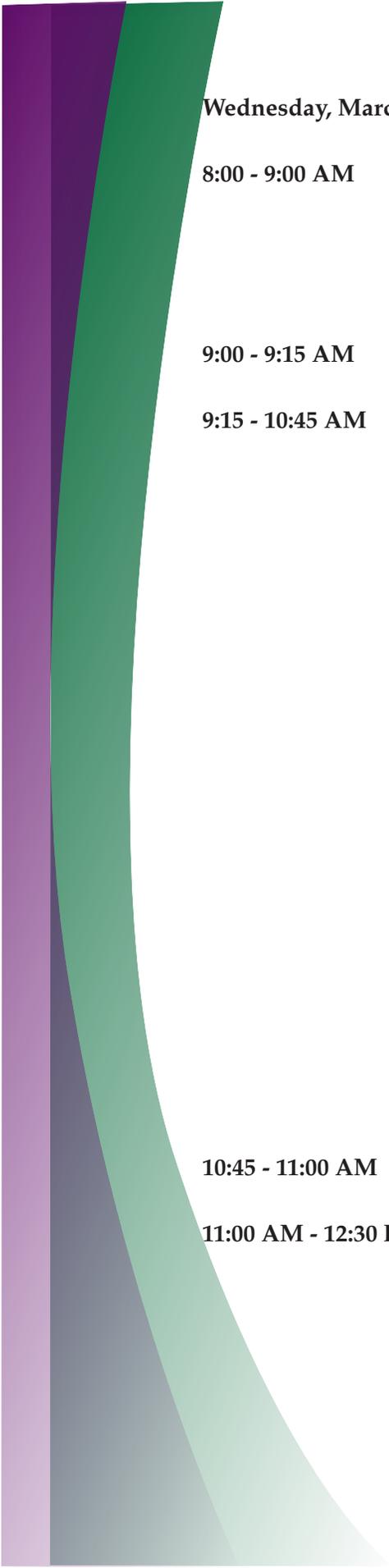
- Volunteer exemptions (cont'd)
- Earmarked contributions
- Lobbyist bundling

**B2: Political Party Committees: Supporting Candidates**

- Federal Election Activity
- Exempt party activity

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

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



Wednesday, March 24, 2010

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: Committee Operations, Part 3**

**B1: House/Senate Campaigns: Use of Campaign Funds and Candidate Involvement Outside of Federal Elections**

- Handling committee expenses
- Use of campaign funds
- Candidate involvement outside of federal elections

**B2: Political Party Committees: Allocation and Joint Fundraising**

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

**B3: Corporate/Labor/Trade Political Action Committees: More Ways to Support Candidates**

- 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/Trade 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 Facilities and Resources**

- Candidate appearances and 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.

