Seminar for Nonconnected Committees—Information

Who should attend this seminar?
- Treasurers of Leadership and Partnership Political Action Committees
- Treasurers of Political Action Committees that are NOT sponsored by corporations, unions, trade associations or nonprofit membership organizations
- Staff of the above organizations who have responsibilities for compliance with campaign finance laws
- Attorneys, accountants and consultants who have clients that are nonconnected PACs or unregistered 527 organizations
- Anyone who wants to gain in-depth knowledge of federal campaign finance laws, including the recently enacted lobbyist bundling and disclosure rules, as they apply to nonconnected PACs and unregistered section 527 organizations.

What is the registration fee?
The registration fee is $100 per attendee. Payment is required prior to the seminar. A full refund will be made for all cancellations received before 5 p.m. EST on April 2; no refund will be made for cancellations received after that date and time.

How do I register?
Visit http://www.fec.gov/info/conferences/2010/nonconnected2010.shtml to download our screen fillable registration form. Please fax your registration form to (202) 219-8504 or send via e-mail to Conferences@fec.gov by 5 p.m. EST on April 2.

Please call the FEC or e-mail Conferences@fec.gov prior to registering to ensure there is space available in the seminar.

After we receive your registration, we will send you an e-mail to confirm your registration. If you will be unable to attend, please notify us as soon as possible by sending an e-mail to Conferences@fec.gov so that the next person on the waiting list will be able to attend.

If you have any questions about registration, please contact the Information Division at 202/694-1100 or e-mail Conferences@fec.gov.

Where is the seminar being held?
The seminar will be held at the FEC’s headquarters at 999 E Street, NW, Washington, DC. Please allow a few extra minutes to go through security upon your arrival at the FEC.

What hotel arrangements do I need to make?
Attendees are responsible for making their own hotel reservations at a hotel of their choosing. Hotels that are in walking distance to the FEC include:
- Courtyard by Marriott Washington Convention Center
- Hotel Monaco
- Grand Hyatt
- J.W. Marriott
- Marriott at Metro Center
- Embassy Suites Convention Center

Note that the FEC is providing a list of nearby hotels for the convenience of attendees but, as a government agency, may not endorse any of them. We recommend that you do not finalize your hotel/travel reservations until you have received a confirmation of your registration from the FEC.

How do I get to the FEC?
The FEC recommends that attendees use public transportation to reach the FEC. The FEC is located at 10th and E Streets, N.W., in between the Metro Center (Red/Orange/Blue lines) and Gallery Place (Green/Red/ yellow lines) Metro stations. If you drive, there are several pay parking lots located near the FEC; however, many of these fill before 8 a.m.

What should I wear?
While there is no formal dress code for our seminars, attendees typically wear business casual attire.

Additional Questions:
Call 1-800/424-9530 (press 6) (local DC: 202/694-1100) or e-mail Conferences@fec.gov
Seminar for Nonconnected Committees—Agenda

April 7, 2010

8:00 - 9:00 AM  Registration
9:00 - 9:15 AM  Welcome
9:15 - 10:30 AM Breakout Workshops (Choose One Option)
   Option 1A: Basics of the Law
   • Organization of committee
   • Contributions and expenditures
   • Filing information
   Option 1B: Recent Developments
   (Do not select option 1B if you have not previously attended an FEC workshop.)
   • Important court cases
   • Recent legislation and regulations
10:30 - 10:45 AM  Break
10:45 AM - 12:15 PM Breakout Workshops (Choose One Option)
   Option 2A: FEC Rules for Partnerships and other Nonconnected PACs
   • Fundraising
   • Lobbyist bundling
   • Use of resources
   Option 2B: Rules for Leadership PACs
   • Fundraising
   • Travel
   • Lobbyist bundling
12:15 - 1:15 PM  Lunch Break
Attendees go out to eat lunch on their own. A list of eateries will be provided.
1:30 - 3:00 PM  Breakout Workshops (Choose One Option)
   Option 3A: FEC Reporting
   • Tricky reporting issues
   • Rules for reporting allocated expenditures
   Option 3B: Best Practices
   • Internal controls
   • Organization and recordkeeping
3:00 - 4:00 PM  One-on-One with RAD Analysts and E-Filing Staff
An opportunity to meet your Campaign Finance Analyst, the person who reviews your committee's reports, and discuss your questions regarding reporting and the FEC's review process.