Conference Information

Who should attend this conference?
- Treasurers and staff who have responsibility for compliance with federal campaign finance laws of:
  - Membership Organizations
  - Trade Associations
  - Labor Organizations
- Attorneys, accountants and consultants who have clients that are these types of organizations
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to these types of organizations
- Anyone who wants to learn about recent changes resulting from legislation and litigation

What is the schedule/program?
The agenda and schedule for the conference are 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 Getting Started: Basics for Beginners provides an overview of campaign finance law that is applicable to everyone. Fundraising workshops on day one also 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 organization 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 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 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 $499 per attendee, which includes a $25 non-refundable transaction fee. A late charge of $51 will be added for registrations received after 5 p.m. EDT, May 7, 2010. A full refund (less the transaction fee) will be made for all cancellations received before 5 p.m. EDT on May 7; no refund will made for cancellations received after that date and time. Note: Credit card payments will appear on your statement as paid to Sylvester Management Corporation.
How do I register for the conference?
Visit http://www.fec.gov/info/conferences/2010/tradememberlabor10.shtml#registrationinfo to register online or download a form to register by mail or fax.

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 May 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 May 21, 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 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 DoubleTree Crystal City Hotel, 300 Army Navy Drive, Arlington, VA 22202. The hotel is located near the Pentagon, and walking distance from the Pentagon City Metro station. 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 $226 single and $246 for double is available for hotel reservations made by May 20, 2010. (Note: Date extended.) Call 1-800-HHONORS and identify yourself as attending the Federal Election Commission conference to reserve this group rate or click the link on the FEC conference web page at http://www.fec.gov/info/conferences/2010/tradememberlabor10.shtml#hotelinfo. The hotel will also charge the prevailing sales tax.

How do I get there?


By Public Transportation: Take the blue Metro subway line to the Pentagon City Metro station. When you exit the Pentagon City Metro, you will be on S. Hayes Street right in front of the Pentagon City Fashion Mall. Make a left onto S. Hayes Street and walk past the Macy's store until you reach Army Navy drive. Turn right onto Army Navy Drive and walk three blocks to the DoubleTree on the right.

This is about a 10-12 minute walk from the Pentagon City Metro Station to the DoubleTree Hotel Crystal City.

What is the weather like in Washington DC, in early June?
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. 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 toni@sylvestermanagement.com
# Conference Agenda

**Tuesday, June 8, 2010**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:00 - 9:00 AM</td>
<td>Registration</td>
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<tr>
<td>9:00 - 9:15 AM</td>
<td>Welcome</td>
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<tr>
<td>9:30 - 11:00 AM</td>
<td>Breakout Workshops <em>(Choose One):</em></td>
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<tr>
<td></td>
<td><strong>Option A1: Getting Started: Basics for Beginners</strong></td>
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<tr>
<td></td>
<td>- Organization of committee</td>
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<td>- Contributions and expenditures</td>
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<td>- Filing information</td>
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<td><strong>Option A2: Legal Issues—Recent Developments in Federal Campaign Finance Law</strong> <em>(Do not select option A2 if you have not previously attended an FEC Conference.)</em></td>
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<td>- Important court cases</td>
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<td>- Recent legislation and regulations</td>
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<tr>
<td>11:00 - 11:15 AM</td>
<td>Break</td>
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<tr>
<td>11:15 AM - 12:45 PM</td>
<td>Team Workshops: PAC Operations, Part 1</td>
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<td><em>(Please choose the option that applies to the organization you are representing)</em></td>
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<td><strong>Option B1: Trade Associations: Organization and Solicitation Basics</strong></td>
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<td></td>
<td>- Restricted class</td>
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<td>- Prior approval</td>
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<td>- Solicitation notices</td>
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<td>- Collection of contributions</td>
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<td><strong>Option B2: Membership and Labor Organizations: Organization and Solicitation Basics</strong></td>
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<td>- Collection of contributions</td>
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<tr>
<td>12:45 - 1:45 PM</td>
<td>Luncheon Roundtables</td>
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<td>At each table, attendees will sit with an FEC 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.</td>
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</tbody>
</table>
Conference Agenda

Tuesday, June 8, 2010

2:00 - 3:30 PM Team Workshops: PAC Operations, Part 2

Option B1: Trade Associations: Solicitation Techniques (cont’d)
- Raffles, auctions and events
- Meetings and conventions
- Online fundraising
- Matching charitable contributions

Option B2: Membership and Labor Organizations: Solicitation Techniques (cont’d)
- Raffles, auctions and events
- Meetings and conventions
- Online fundraising
- Matching charitable contributions
Conference Agenda

Wednesday, June 9, 2010

8:00 - 9:00 AM  Breakfast with the IRS
Guest speakers 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: PAC Operations, Part 3

Option B1: Trade Associations: More Ways to Support Candidates
- Coordinated communications
- Independent expenditures
- Bundling

Option B2: Membership and Labor Organizations: 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 example

Option C2: Beyond the PAC: Trade/Labor/Membership Communications
- Electioneering communications
- Independent expenditures
- Permitted trade/member/labor communications

12:30 - 1:30 PM  Luncheon Roundtables
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.
Conference Agenda

Wednesday, June 9, 2010

1:45 - 3:15 PM  Breakout Workshops *(Choose One)*:

**Option D1: Beyond the PAC: Use of Facilities and Resources**
- Candidate appearances and fundraising events
- Guidelines for organization involvement

**Option D2: Best Practices in Committee Management**
- Recordkeeping
- Protecting the committee from fraud and embezzlement

3:15 - 3:30 PM  Break

3:30 - 4:30 PM  FEC Jeopardy
A fun wrap-up session answering questions and reviewing material presented during the conference.