



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

*Radisson Plaza Hotel
Minneapolis, MN
September 7-8, 2011*

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.

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. The Commission will host a seminar for nonconnected committees on November 16, 2011. For more information, please see our website at <http://www.fec.gov/info/outreach.shtml>, email the FEC at Conferences@fec.gov or call the FEC's Information Division at 1-800-424-9530 (Press 6).

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 after *Citizens United* and Legal Issues – Recent Developments in Federal 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. In the past, however, attendees have applied on their own, 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 \$525 per attendee, which includes a \$25 nonrefundable transaction fee. A late charge of \$50 will be added for registrations received after 5 p.m. EDT, **August 12, 2011**. 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 <http://www.cvent.com/d/5cqnfw/4W>
- Register by mail or fax by using the screen-fillable form at <http://www.fec.gov/info/conferences/2011/minneapolis2011regform.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 in 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 August, after they register for the conference. If you would like to share your contact information with other attendees, please submit this form by August 19, 2011.

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 Radisson Plaza Hotel, 35 South Seventh Street, Minneapolis, MN 55402. The hotel is located in the heart of downtown Minneapolis, just steps away from local shopping and entertainment.

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 \$199 single/double is available for hotel reservations made by **August 12, 2011**. To make your hotel reservations and reserve this group rate, please call 800/333-3333 and identify yourself as attending the Federal Election Commission conference. Alternatively, click the reservations link on the FEC's conference website. The hotel will charge the prevailing sales tax, currently 13.40%.

How do I get there?

- ❑ **By Car (driving from airport):**
Depart toward Glumack Dr., keep straight onto Glumack Dr., take ramp left for MN-5 East toward St. Paul/Minneapolis, take ramp right for MN-55 West/The Great River Rd. toward Minneapolis, keep straight on MN-62 West, take ramp right for I-35W North toward Minneapolis, exit 16A, take ramp left for MN-65 North toward Downtown Exits, take ramp left and follow signs for 5th Ave. S, bear left onto MN-55 East/MN-65 North/S 5th Ave., keep straight onto MN-65 North/S 5th Ave., turn left onto MN-55 West/S 7th St., and arrive at MN-55 West/S 7th St on the left.
For a map see the FEC's conference website.
- ❑ **By Taxi/Shuttle:**
Taxis from the airport to downtown Minneapolis average between \$37-\$47 plus tax. Note: all taxi fares are metered at a rate of up to \$2.50 per mile and include a \$4 airport access fee that is added to the final metered fare. Alternatively, there are a number of shuttle services available at the airport. Prices depend on the company you choose. For a list of companies, please see the following link <http://www.mspairport.com/Ground-Transportation/van-and-shuttle-services.aspx>.

What is the weather like in Minneapolis in September?

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

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 email Conferences@fec.gov

Conference Registration/Fees: 1-800/246-7277 or email rosalyn@sylvestermanagement.com



Agenda
FEC Regional Conference
September 7-8, 2011
Radisson Plaza Hotel
Minneapolis, MN

Wednesday, September 7

8:00 - 9:00 AM

Registration

9:00 - 9:15 AM

Welcome

9:15 - 9:30 AM

Break

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/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 (FEA)
- Exempt party activity
- Phone banks

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

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

Thursday, September 8, 2011

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: Supporting Candidates

- In-kind contributions
- Coordinated communications
- Independent expenditures

10:45 - 11:00 AM

Break

11:00 AM - 12:30 PM

Breakout Workshops: Choose One Option

C1: Best Practices for FEC Compliance

- How to work with your analyst
- FECfile reporting examples
- Recordkeeping

**C2: Corporate/Labor/Trade Communications after
*Citizens United***

- Restricted class communications
- Communications beyond the restricted class

12:30 - 1:30 PM

Luncheon Speaker

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 - 4:00 PM

FEC Jeopardy

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

