



Federal Election Commission  
**Seminar for Trade Associations,  
Membership and Labor Organizations  
and their Political Action Committees**  
**Agenda**

June 7, repeated on June 8, 2011  
FEC Headquarters  
Washington, DC

**8:00 - 8:30 AM — Registration**

**8:30 - 8:45 AM — Welcome**

**8:45 - 9:00 AM — Break**

**9:00 - 10:30 AM — Breakout Workshops**  
(Choose One Option)

**Option 1A: Basics for Beginners**

- Overview of FECA
- Contributions and expenditures
- Filing information

**Option 1B: Recent Developments in the Law**  
(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 — Team Workshops:  
PAC Operations, Part 1**  
(Please choose the option that applies to the organization you represent)

**Option 2A: Trade Associations**

- Solicitation notices
- Collecting contributions
- Fundraising techniques

**Option 2B: Membership and Labor Organizations**

- Solicitation notices
- Collecting contributions
- Fundraising techniques

**12:15 - 1:15 PM Lunch Break**

Lunch on your own. A list of eateries will be provided.

**1:15 - 2:45 PM — Team Workshops,  
PAC Operations, Part 2**

**Option 2A: Trade Associations**

- Methods for supporting federal candidates
- Types of PAC communications

**Option 2B: Membership and Labor Organizations**

- Methods for supporting federal candidates
- Types of PAC communications

**2:45 - 3:00 PM — Break**

**3:00 - 4:00 PM — Breakout Workshops**  
(Choose One Option)

**Option 3A: Trade/Member/Labor  
Communications and Resources**

- Permitted organization communications
- Use of organization facilities

**Option 3B: Electronic Filing: Hands on Training  
with FECFile**

- Learn how FECFile works and its features

**4:00 - 4:30 PM — Meet Your Analyst**

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.



FEDERAL ELECTION COMMISSION  
2011 SEMINAR SERIES