Wednesday, February 22

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
- Raising federal funds
- Supporting federal candidates

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

- Raising Levin funds
- Federal Election Activity (FEA)
- Nonfederal fundraising by federal candidates

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

- Raffles, auctions and events
- Meetings and conventions
- Online fundraising
Thursday, February 23

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  Best Practices for FEC Compliance

- How to work with your analyst
- FECFile reporting examples
- Recordkeeping
12:30 - 1:30 PM  
Luncheon Speaker

1:45 - 3:15 PM  
Breakout Workshops: Choose One Option

C1: Corporate/Labor/Trade Communications and Resources
- Restricted class communications
- Communications beyond the restricted class
- Guidelines for corporate/labor/trade involvement

C2: 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.