Seminar/Webinar for Trade Associations, Membership and Labor Organizations and Their PACs

Agenda

May 23, 2012
FEC Headquarters
Washington, DC

(All times Eastern)

8:30 - 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: Basics for Beginners
- Overview of FECA
- Contributions and expenditures
- Filing information

Option A2: Recent Developments in the Law
(Select A2 only if you’ve previously attended an FEC workshop)
- Important court cases
- Recent legislation and regulations

11:00 - 11:15 AM — Break

11:15 AM - 12:45 PM — Team Workshops:
PAC Operations, Part 1
(Please choose based on the organization you represent)

Option B1: Trade Associations
- Solicitation notices
- Collecting contributions
- Fundraising techniques

Options B2: Membership and Labor Organizations
- Solicitation notices
- Collecting contributions
- Fundraising techniques

12:45 - 1:45 PM — Lunch Break
Lunch on your own. A list of eateries will be provided.

1:45 - 3:15 PM — Team Workshops Continue:
PAC Operations, Part 2
(Please choose based on the organization you represent)

Option B1: Trade Associations
- Methods for supporting federal candidates
- RAD review and referral policy

Options B2: Membership and Labor Organizations
- Methods for supporting federal candidates
- RAD review and referral policy

3:15 - 3:30 PM — Break

3:30 - 4:30 PM — Breakout Workshops
(Choose One)

Option C1: Trade/Membership/Labor
Communications and Resources
- Permitted organization communications
- Use of organization facilities

Option C2: Electronic Filing: Hands on Training
with FECFile
- Learn how FECFile (the FEC’s software) works
and its features

4:30 - 5:00 PM — Meet Your Campaign 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.