Who should attend?

- 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/member/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 for the conference is 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. On November 13, 2013, the FEC will hold a seminar for nonconnected committees (i.e., those without a corporate or union sponsor, including those sponsored by partnerships) at the FEC in Washington, DC, which will be simulcast via webinar. Nonconnected committees should contact the FEC at Conferences@fec.gov or call the FEC’s Information Division at 1-800/424-9530 (Press 6) for more information.
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 and particularly beneficial to newcomers. Team workshops for each group offer basic information geared to that specific type of organization. Beginners also benefit from the chance to network with more experienced campaign finance law professionals and share ideas with each other.

How about someone who is a seasoned campaign finance law veteran — Does this conference fit their needs?

Yes. Advanced workshops are offered on topics such as campaign activity by corporations, labor unions and others, and recent developments in campaign finance law. All of the workshops are updated regularly to ensure that attendees receive the very latest information. 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 $30 nonrefundable transaction fee. A late charge of $50 will be added for registrations received after 11:59 p.m. EDT, Friday, September 27, 2013. *A refund (minus the transaction fee) will be made for all cancellations received by September 27, 2013; no refund will be 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?

- Register online at [http://www.cvent.com/d/ccqyqk](http://www.cvent.com/d/ccqyqk)
- Register by mail, email or fax by using the screen-fillable form at [http://www.fec.gov/info/conferences/2013/sf2013form.pdf](http://www.fec.gov/info/conferences/2013/sf2013form.pdf)
  *Please note that faxed forms may take up to 48 hours to process.*

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](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 the conference. 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 after they register for the conference. If you would like to share your contact information with other attendees, please submit this form by Friday, October 4, 2013.

Logistics

Where is the conference being held?

The conference will be held at the Sheraton Fisherman’s Wharf, 2500 Mason Street, San Francisco, CA 94133. The hotel is centrally located in one of San Francisco’s most popular neighborhoods, close to major attractions including Pier 39 and Ghirardelli Square.

What hotel arrangements do I need to make?

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 $209 (for single or double occupancy) is available for hotel reservations made by September 27, 2013. To make your hotel reservations and reserve this group rate, please visit https://www.starwoodmeeting.com/Book/fedeleccomm. The hotel will charge the prevailing state and local sales tax, currently 16.1%.

How do I get there?

The San Francisco International Airport is located approximately 16 miles from the hotel.

- By Car (driving from the San Francisco International Airport):
  Take Highway 101 North to Interstate 280 North. Follow I-280 until it turns into King Street, then Embarcadero. Continue for two miles, and then turn left onto Northpoint. The hotel entrance is located between Powell and Mason, on the right.
  *Note: Attendees staying at the Sheraton Fisherman’s Wharf can receive a discounted daily parking rate of $30 (instead of $45) plus tax by notifying the parking attendant of their participation in the FEC conference.

- By Taxi/Shuttle:
  Taxis from the San Francisco International Airport and the Oakland International Airport to the hotel are approximately $40-60 plus tax. Alternatively, there are a number of shuttle services available at the airport. Shuttle prices are approximately $16-28 plus tax when booked in advance. For a complete list of shuttle companies, please see the airport’s website.

What should I wear?

While there is no formal dress code for our conferences, attendees typically wear business casual attire.

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
Wednesday, October 23, 2013

8:00 - 9:00 AM  Registration & Breakfast
9:00 - 9:15 AM  Welcome
9:15 - 9:30 AM  Break
9:30 - 11:00 AM Breakout Sessions (Choose one option):

Option A1: Getting Started – Basics for Beginners
- Organization of committees
- Contributions and expenditures
- Filing information

Option A2: Legal Issues – Recent Developments in 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 based on the organization you represent)

Option B1: House/Senate Campaigns: Fundraising
- Fundraising and solicitations
- Permissible sources of contributions
- Curing excessive contributions
Wednesday, October 23, 2013 (continued)

Option B2: Political Party Committees: Fundraising and Candidate Support
- Types of accounts
- Raising federal funds
- Supporting federal candidates

Option B3: Corporate/Labor/Trade PACs: Organization and Solicitation Basics
- Restricted class
- Solicitation notices
- Collection of contributions

12:45 - 1:45 PM  Networking Lunch
An opportunity to discuss questions and common issues with fellow attendees.

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

Option B1: House/Senate Campaigns: Fundraising (continued)
- Volunteer exemptions
- Earmarked and in-kind contributions
- Support from the candidate

Option B2: Political Party Committees: Levin Funds, Federal Election Activity and Nonfederal Fundraising
- Raising Levin funds
- Federal Election Activity (FEA)
- Nonfederal fundraising by federal candidates

Option B3: Corporate/Labor/Trade PACs: Solicitation Techniques
- Raffles, auctions and events
- Meetings and conventions
- Online fundraising

3:30 - 3:45 PM  Break

3:45 - 4:30 PM  FEC Jeopardy
A fun, interactive session reviewing material presented during the first day of the conference.
Thursday, October 24, 2013

8:00 - 9:00 AM  Breakfast

9:15 - 10:45 AM Team Workshops — Committee Operations, Part 3:

Option B1: House/Senate Campaigns: Use of Campaign Funds and Candidate Involvement Outside of Federal Elections
- Campaign operating expenses
- Use of campaign funds
- Candidate involvement outside of federal elections

Option B2: Political Party Committees: Paying Committee Expenses
- Paying bills and reporting expenses
- Federal/nonfederal allocation
- Federal/Levin funds allocation

Option B3: Corporate/Labor/Trade PACs: 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):

Option C1: Campaign Activity by Corporations, Unions and Others
- Independent expenditures
- Electioneering communications
- Super PAC and Hybrid PAC expenditures
- Permitted organization communications and use of facilities

Option C2: Legal Issues — Recent Developments in Federal Campaign Finance Law (Repeated from Day 1)
- Important court cases
- Recent legislation and regulations

12:30 - 1:30 PM  Luncheon Speaker

1:45 - 3:15 PM Best Practices for FEC Compliance
- How to work with your analyst
- FECFile reporting examples
- Recordkeeping

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