FEDERAL ELECTION COMMISSION

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

May 21, 2014
FEC Headquarters — Washington, DC

Seminar/Webinar Information

Who should attend?

- Treasurers and staff of trade associations, membership and labor organizations and their political action committees whose responsibilities include compliance with federal campaign finance laws:
- Attorneys, accountants and consultants who have clients that are these types of organizations
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to these types of organizations
- Anyone who wants to learn about recent changes resulting from legislation and litigation

What is the difference between the seminar and webinar?

The agenda (included in this document) is exactly the same, except only seminar attendees will meet their campaign finance analyst at the end of the day. Seminar workshops will simply be simulcast for online attendees. While those present at the seminar will have more opportunities to interact with agency staff and other attendees, webinar participants will see workshop slides, hear presentations and be able to ask questions via live chat.

May nonconnected or corporate PAC representatives attend this seminar?

You may attend, but the content of this seminar is not tailored to your type of organization. The Seminar/Webinar for Corporations and their PACs will be held April 20, 2014 (http://www.fec.gov/info/conferences/2014/corporateseminar.shtml). Additionally, the Commission will host roundtables and webinars throughout the year that may be beneficial to these types of organizations. To view the full list of events, please visit our website at http://www.fec.gov/info/outreach.shtml#conferences. For additional information on seminars, please email the FEC at Conferences@fec.gov or call the FEC's Information Division at 1.800.424.9530 (Press 6).

How do I know if I'm with a Trade Association or a Membership Organization? Which track should I sign up for?

The afternoon workshops are divided into one track for trade associations and another track for membership and labor organizations. It is important to attend the track applicable to your type of organization because some rules are specific to a certain type of organization. **Also, attendance in each break-out is limited, so it is imperative to sign up for the correct track.**

Your organization is a **trade association** under FEC regulations if its membership is engaged in a similar or related line of commerce or business and if the organization promotes and tries to improve the business conditions of its membership. If this describes your organization, you should sign up for the trade association track. The track for **labor**

Continued on page 2

Continued from Page 1
organizations and membership organizations focuses on rules specific to those types of organizations, including labor unions and other types of incorporated membership organizations (e.g., chambers of commerce, 501(c)(4) corporations). If you are still unsure which track to enroll in after reading this description, please email Conferences@fec.gov for assistance.

Are there workshops for beginners?
Yes. The workshop entitled *Basics & Best Practices* provides an overview of campaign finance law that is particularly beneficial to newcomers. 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 seminar fit their needs?
Yes. The advanced workshop covers recent developments in campaign finance law. All of the workshops are updated regularly to ensure that attendees receive the very latest information. Moreover, FEC seminars offer an opportunity for both beginners and advanced attendees to network with one another, to share ideas and to learn from each other.

Registration Information

What is the registration fee?
The registration fee is $100 to attend in-person or $75 to participate online. Either way, the registration fee includes a $25 nonrefundable transaction fee. ***A refund (minus the transaction fee) will be made for all cancellations received by May 16, 2014; no refund will be made for cancellations received after that date.*** 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/j4qwv9
- ❒ Register by mail, email or fax by using the screen-fillable form at http://www.fec.gov/info/conferences/2014/tmlform2014.pdf

If you use an online form to register for a seminar, 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.

If you have any program questions, please contact the Information Division at 1-800/424-9530 (press 6) or email Conferences@fec.gov.

Logistics

Where is the seminar being held?
The seminar will be held at the Federal Election Commission at 999 E Street, N.W., Washington, DC. Please allow a few extra minutes to go through security upon your arrival at the FEC.

How do I access the webinar?

The webinar will be available at http://fec.adobeconnect.com. You'll need internet access, a web browser and Adobe Flash Player 10.1 or higher to participate. Additional instructions and technical information will be provided to those who register for the webinar.

How do I get to the FEC?

The FEC recommends that attendees use public transportation to reach the FEC. The FEC is located at 10th and E Street, N.W., in between the Metro Center (Red/Orange/Blue lines) and Gallery Place (Green/Red/Yellow lines) Metro stations. If you drive, there are several pay parking garages located near the FEC; however, many of these fill before 8 a.m.

What are my choices for workshop materials?

Webinar participants will receive electronic copies of workshop materials in advance, and those attending in-person may choose that option when they register. Alternatively, seminar attendees may elect to receive a binder with printed materials the morning of the event.

What hotel arrangements do I need to make?

Attendees are responsible for making their own hotel reservations at a hotel of their choosing. Hotels that are within walking distance to the FEC include:

- Courtyard by Marriott Washington Convention Center
- Hotel Monaco
- Grand Hyatt
- J.W. Marriott
- Marriott at Metro Center

Note that the FEC is providing a list of nearby hotels for the convenience of attendees, but, as a government agency, may not endorse any of them. We recommend that you do not finalize your hotel/travel reservations until you have received a confirmation of your registration from Sylvester Management.

What should I wear?

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

Additional Questions:

Seminar Program: 1-800/424-9530 (press 6) or email Conferences@fec.gov
Seminar Registration/Fees: 1-800/246-7277 or email Rosalyn@sylvestermanagement.com

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AGENDA

(All Times Eastern)

9:30 - 10:00 AM — Registration

10:00 - 10:15 AM — Welcome

10:15 - 10:30 AM — Break

10:30 AM - 12:00 PM — Breakout Workshops

(Choose One Option)

Option A1: Basics & Best Practices

- Committee organization
- Contributions limits and prohibitions
- Filing information and reporting tips
- Recommended internal controls

Option A2: Recent Developments in the Law

(Do not select option A2 if you have not previously attended an FEC workshop.)

- Corporate/labor spending
- Super PACs & Hybrid PACs
- Litigation and rulemaking updates

12:00 - 1:00 PM — Lunch Break

Lunch on your own. A list of local restaurants will be provided.

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

(Choose One Option)

Option B1: Trade Associations

- Restricted class
- Solicitation notices
- Collecting contributions
- Fundraising techniques

Option B2: Membership and Labor Organizations

- Restricted class
- Solicitation notices
- Collecting contributions
- Fundraising techniques

2:45 - 3:00 PM — Break

3:00 - 4:30 PM — Team Workshops, Part 2

Option B1: Trade Associations

- Methods for supporting federal candidates
- Types of PAC communications
- Permissible activities for organizations

Option B2: Membership and Labor Organizations

- Methods for supporting federal candidates
- Types of PAC communications
- Permissible activities for organizations

4:30 - 5:00 PM — Meet Your Campaign Analyst (In-person attendees only)

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.

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2014 SEMINAR SERIES