

FEC Regional Conference – Tampa, FL



for House & Senate Campaigns, Political Party Committees
and Corporate/Trade/Labor PACs

February 11–12, 2014



Conference Information

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. Nonconnected committees (i.e., those without a corporate or union sponsor, including Super PACs, Hybrid PACs and those sponsored by partnerships) should contact the FEC at Conferences@fec.gov or call the FEC's Information Division at 1-800/424-9530 (Press 6) for recommendations regarding training.

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 \$575 per attendee, which includes a \$30 nonrefundable transaction fee. **A late charge of \$25 will be added for registrations received after 11:59 p.m. EST, Friday, January 24, 2014. A refund (minus the transaction fee) will be made for all cancellations received by January 10, 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/y4q90f>
- Register by mail, email or fax by using the screen-fillable form at <http://www.fec.gov/info/conferences/2014/tampa14form.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> 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, January 24, 2014.

Logistics

Where is the conference being held?

The conference will be held at the Westin Tampa Harbour Island, 725 South Harbour Island Boulevard, Tampa, Florida 33602. This waterfront hotel is within walking distance of downtown Tampa, the Florida Aquarium and the Tampa Bay Times Forum.

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 \$185 (for single or double occupancy) is available for hotel reservations made by January 24, 2014. To make your hotel reservations and reserve this group rate, please visit <https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1311194413&key=34472>. The hotel will charge the prevailing state and local sales tax, currently 12%.

How do I get there?

The Tampa International Airport is located approximately 9 miles from the hotel.

- **By Car (driving from the Tampa International Airport):**
Exit the Airport onto Interstate 275 North/Downtown. Take I-275 to Exit 44 (Ashley Street - Downtown West). Follow the Tampa/Ashley Street ramp and proceed on Tampa Street through downtown. Turn right onto Franklin Street which becomes Harbour Island Boulevard and continue to the hotel.
*Note: Valet parking at the hotel is \$20/day and self-parking is \$17/day.
- **By Taxi/Shuttle:**
Taxis from the Tampa International Airport to the hotel are approximately \$25 plus tax and tip. Alternatively, there are a number of shuttle services available at the airport. Shuttle prices are approximately \$13-25 plus tax when booked in advance. For more information on shuttle services, 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.

Is Internet access available in the hotel?

The Westin provides complimentary high-speed access in the hotel lobby; guest room access is \$12.95/day.

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

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Tuesday, February 11, 2014

8:00 - 9:00 AM **Registration & Breakfast**

9:00 - 9:15 AM **Welcome**

9:15 - 9:30 AM **Break**

9:30 - 10:45 AM **Basics & Best Practices, Part 1**

- Organization of committees
- Contributions and expenditures
- Filing information

10:45 - 11:00 AM **Break**

11:00 AM - 12:15 PM **Basics & Best Practices, Part 2**

- Working with your Analyst
- Recommended internal controls
- Getting help from the FEC

12:15 - 1:15 PM **Networking Lunch**
An opportunity to discuss questions and common issues with fellow attendees.

1:30 - 3:00 PM **Team Workshops – Committee Operations, Part 1:**
(Please choose based on the organization you represent)

Option A: House/Senate Campaigns: Fundraising

- Fundraising and solicitations
- Permissible sources of contributions
- Curing excessive contributions

Tuesday, February 11, 2014 (continued)

Option B: Political Party Committees: Fundraising and Supporting the Party

- Raising federal funds
- Using corporate/labor resources and facilities
- Nonfederal fundraising by federal candidates

Option C: Corporate/Labor/Trade PACs: Organization and Solicitation Basics

- Restricted class
- Solicitation notices
- Collection of contributions

3:00 - 3:15 PM **Break**

3:15 - 4:00 PM **FEC Jeopardy**

A fun, interactive session reviewing material presented during the first day of the conference.

Wednesday, February 12, 2014

8:00 - 9:00 AM **Breakfast**

9:00 - 10:30 PM **Team Workshops – Committee Operations, Part 2:**

Option A: House/Senate Campaigns: Fundraising (continued)

- Volunteer exemptions
- Earmarked and in-kind contributions
- Support from the candidate

Option B: Political Party Committees: Supporting Candidates

- Party support of federal candidates
- Coordinated communications & independent expenditures
- Joint Fundraising

Option C: Corporate/Labor/Trade PACs: Solicitation Techniques

- Raffles, auctions and events
- Meetings and conventions
- Online fundraising

10:30 - 10:45 AM **Break**

Wednesday, February 12, 2014 (continued)

10:45 AM – 12:30 PM Team Workshops – Committee Operations, Part 3:

Option A: 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 B: Political Party Committees: Federal Election Activity and Paying Committee Expenses

- Levin funds and Federal Election Activity (FEA)
- Paying Bills and reporting expenses
- Allocating expenses

Option C: Corporate/Labor/Trade PACs: Supporting Candidates

- In-kind contributions
- Permitted use of organization's facilities and resources
- Coordinated communications & independent expenditures

12:30 - 1:30 PM

Networking Lunch

An opportunity to discuss questions and common issues with fellow attendees.

1:30 - 3:15 PM

Recent Developments in the Law

- Corporate/Labor Spending, Super PACs and Hybrid PACs
- Litigation and Rulemaking Updates

3:15 - 3:30 PM

Break

3:30 - 4:00 PM

That's a Wrap: Final Q & A