

## Conference Information

### Who should attend this conference?

- Treasurers and staff of the following who have responsibility for compliance with federal campaign finance laws:
  - House Campaigns
  - Senate Campaigns
  - National, State and Local Political Parties
- Attorneys, accountants and consultants who have clients that are any of the above
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to federal candidates and Political Party committees
- Anyone who wants to learn about recent changes resulting from legislation and litigation

### What is the schedule/program?

The agenda and schedule for the conference are 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 April 7, 2010, the Commission will hold a Nonconnected Committee Seminar at the FEC Headquarters in Washington, DC. For more information on this seminar, please contact the FEC at [Conferences@fec.gov](mailto:Conferences@fec.gov).

### 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. Fundraising workshops on day one also offer basic information geared to the specific type of organization. Beginners also benefit from the chance to network with more experienced campaign finance law professionals.

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

Yes. Advanced workshops are offered on topics such as corporate communications and recent developments in campaign finance law, so that experienced attendees can update their knowledge. All of the workshops are updated regularly with new information, as needed. 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. Attendees in the past, however, have applied on their own for, 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 at [Conferences@fec.gov](mailto:Conferences@fec.gov) if you have further questions or need additional materials for your application.

## Registration Information

### What is the registration fee?

The registration fee is \$499 per attendee. A late charge of \$51 will be added for registrations received after 5 p.m. EDT, April 2, 2010. **A full refund will be made for all cancellations received before 5 p.m. EDT on April 2; 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.

## Federal Election Commission

### 2010 Conference Program

## FEDERAL ELECTION COMMISSION

May 3-4, 2010  
Washington, DC



Federal Election Commission  
Information Division  
999 E Street, NW  
Washington, DC 20463  
202-694-1100  
1-800-424-9530 (Press 6)

### How do I register for the conference?

Visit <http://www.fec.gov/info/conferences/2010candparty10.shtml#registrationinfo> to register online or download a form to register by mail or fax.

If you use an online form to register for a conference, information you provide may be retained so that information about changes, upgrades, etc. may be provided 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 the attendee list with the notebooks provided to attendees at registration. Due to Privacy Act concerns, however, 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 in April after they register for the conference. If you would like to ensure you share your contact information with other attendees, please submit this form by April 23, 2010.

If you are not attending the conference, or if you want to receive the attendee list before the conference, please contact the FEC's FOIA office in the Office of General Counsel's General Law and Advice Division at 202-694-1650.

## Logistics

### What hotel arrangements do I need to make?

The conference will be held at the Omni Shoreham Hotel, 2500 Calvert Street NW (at Connecticut Ave.), Washington, DC 20008. The hotel is located near the Metro's Red Line and the National Zoo.

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 \$259 is available for hotel reservations made by April 2, 2010. Click the reservations link on the FEC's conference website or call 1-800-THE-OMNI and identify yourself as attending the Federal Election Commission conference to reserve this group rate. The hotel will also charge the prevailing sales tax, currently 14.5%.

### How do I get there?

**By Car:** Visit <http://www.omnihotels.com/FindAHotel/WashingtonDCShoreham/MapAndDirections.aspx> for a map and driving directions. Valet parking is available \$28/day.

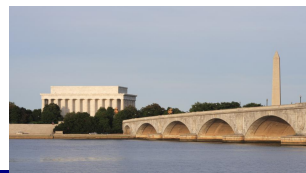
**By Public Transportation:** The hotel is located near the Woodley Park-Zoo/Adams Morgan (Red Line) Metro station. Once you have exited the Metro via the escalators, go to the right and down the stairs. Turn left and walk to Calvert St (one block). Cross the street and take a right. The hotel will be on your left.

### What is the weather like in Washington DC, in early March?

Visit <http://www.erh.noaa.gov/lwx/> for the National Weather Service forecast for Washington, DC.

### What should I wear?

While there is no formal dress code for our conferences, attendees typically wear business casual attire. Due to the unpredictability of the meeting room temperature, you may want to bring a sweater or jacket.



### Additional Questions:

**Conference Program:** 1-800/424-9530 (press 6) or e-mail [Conferences@fec.gov](mailto:Conferences@fec.gov)

**Conference Registration/Fees:** 1-800/246-7277 or e-mail [toni@sylvestermanagement.com](mailto:toni@sylvestermanagement.com)



FEDERAL ELECTION COMMISSION  
2010 CONFERENCE SERIES

# Conference Agenda

## Monday, May 3, 2010

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

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

**9:30 - 11:00 AM Breakout Workshops  
(Choose One):**

**Option A1: Getting Started: Basics for Beginners**

- Organization of committee
- Contributions and expenditures
- Filing information

**Option 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

**11:00 AM - 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 use of Contributions
- Volunteer exemptions

**B2: Party Committees: Organizing and Fundraising**

- Types of accounts
- Fundraising by federal candidates
- Collection of contributions

**12:45 - 1:45 PM Luncheon Roundtables**

At each table, attendees will sit with an FEC staff member, who will informally discuss a topic related to federal campaign finance law and answer your questions. A list of the table topics will be supplied at registration. You may sit at the table of your choice.

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

**B1: House/Senate Campaigns: Sources of Support for Candidate Committees (cont'd)**

- Volunteer exemption (cont'd)
- Earmarked contributions
- Lobbyist bundling

**B2: Party Committees: Supporting Federal Candidates**

- Federal Election Activity
- Exempt party activity
- Phone banks

## Tuesday, May 4, 2010

**8:00 - 9:00 AM Breakfast with the IRS**

Guest speakers 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: Party Committees: Allocation and Joint Fundraising**

- Paying bills and reporting expenses
- Federal/nonfederal allocation
- Federal/Levin funds allocation

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

**11:00 AM - 12:30 PM Breakout Workshops:  
(Choose One):**

**Option C1: The Three R's: Recordkeeping, Reporting and Responding**

- How to work with your analyst
- FECfile reporting example

**Option C2: Making the Most of Corporate/Labor/Trade Communications**

- Electioneering Communications
- Permitted corp/labor/trade communications

**12:30 - 1:30 PM Luncheon Roundtables**  
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.

**1:45 - 3:15 PM Breakout Workshops:  
(Choose One):**

**Option D1: Making the Most of Corporate/Labor/Trade Resources**

- Candidate appearances and fundraising events
- Guidelines for corp/labor/trade involvement

**Option D2: Best Practices in Committee Management**

- Recordkeeping
- Protecting the committee from fraud and embezzlement

**3:15 - 3:30 PM Break**

**3:30 - 4:30 FEC Jeopardy**  
A fun wrap-up session answering questions and reviewing material presented during the conference.