



Federal Election Commission

Seminar for Corporations and their Political Action Committees

May 11, repeated May 18, 2011

FEC Headquarters

Washington, DC

Seminar Information

Who should attend this seminar?

- Treasurers and staff of corporations and their political action committees who have responsibility for compliance with federal campaign finance laws
- Attorneys, accountants and consultants who have clients that are corporations
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to corporations
- Anyone who wants to learn about recent changes resulting from legislation and litigation

What is the schedule/program?

The schedule for the seminar is attached.

May nonconnected or trade/labor PAC representatives attend this seminar?

You may attend, but the content of this seminar is not tailored to your type of organization. The Commission will host a number of seminars and conferences throughout the Spring and Fall tailored to PACs. To view the full list of events, please visit our web site at <http://www.fec.gov/info/outreach.shtml#conferences>. For additional information on seminars and conferences, please e-mail the FEC at Conferences@fec.gov or call the FEC's Information Division at 1-800-424-9530 (Press 6).

Are there workshops for beginners?

Yes. The workshop entitled *Basics for Beginners* 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. Advanced workshops are offered on topics such as corporate communications 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 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 per attendee. Payment by credit card is required prior to the seminar; checks will not be accepted. ***A full refund will be made for all cancellations received before 5 p.m. EDT on May 6 for the May 11 seminar date, and on May 13 for the May 18 seminar date; no refund will be made for cancellations received after those dates and times.***

How do I register?

Visit <http://www.fec.gov/info/conferences/2011/corporateseminar.shtml> to download our screen-fillable registration form. Please e-mail your registration form and credit card payment information to Conferences@fec.gov or fax to 202/219-8504 by 5 p.m. EDT on May 6 for the May 11 seminar date, or on May 13 for the May 18 seminar date.

Please call the FEC or e-mail Conferences@fec.gov prior to registering to ensure there is space available in the seminar. After we receive your registration, we will send you an e-mail to confirm your registration. If you have any questions about registration, please contact the Information Division at (202) 694-1100 or e-mail Conferences@fec.gov.

Logistics

Where is the seminar being held?

The seminar will be held at the FEC's headquarters at 999 E Street, N.W., Washington, DC. Please allow a few extra minutes to go through security upon your arrival at the FEC.

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 the FEC.

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 lots located near the FEC; however, many of these fill before 8 a.m.

What should I wear?

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

Additional Questions:

Call 1-800/424-9530 (press 6) (local DC: 202/694-1100) or e-mail Conferences@fec.gov.



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Agenda

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8:00 - 8:30 AM — Registration

8:30 - 8:45 AM — Welcome

8:45 - 9:00 AM — Break

9:00 - 10:30 AM — Breakout Workshops

(Choose One Option)

Option 1A: Basics for Beginners

- Overview of FECA
- Contributions and expenditures
- Filing information

Option 1B: Recent Developments in the Law

(Do not select option 1B if you have not previously attended an FEC workshop.)

- Important court cases
- Recent legislation and regulations

10:30 - 10:45 AM — Break

10:45 AM - 12:15 PM — PAC Operations, Part 1

- Solicitation notices
- Collecting contributions
- Fundraising techniques

12:15 - 1:15 PM Lunch Break

Lunch on your own. A list of eateries will be provided.

1:15 - 2:45 PM — PAC Operations, Part 2

- Additional fundraising techniques
- Methods for supporting federal candidates
- Types of PAC communications

2:45 - 3:00 PM — Break

3:00 - 4:00 PM — Breakout Workshops

(Choose One Option)

Option 2A: Corporate Communications and Resources

- Permitted corporate communications
- Use of corporate facilities

Option 2B: Electronic Filing: Hands on Training with FECFile

- Learn how FECFile works and its features

4:00 - 4:30 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.



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