



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 changes resulting from the Honest Leadership and Open Government Act of 2007 and recent litigation

Why attend? What will I learn?

All registrants will attend breakout workshops that provide a comprehensive overview of the rules for campaigns or party committees, as appropriate. Beginners will benefit from our Getting Started workshop that reviews basic provisions of the law, while those with more experience get updates on very latest developments in campaign finance law. We will also discuss recent changes enacted as part of the Honest Leadership and Open Government Act of 2007. All workshops are updated regularly with new information, as needed. Moreover, FEC conferences offer an excellent opportunity for both beginners and advanced attendees to network with one another, to share ideas and to learn from each other.

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. EST, January 30, 2009. This amount covers the cost of the conference, materials, meals and refreshments. *A full refund will be made for all cancellations received before 5 p.m. EST on January 30; 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 for the conference?

Visit <http://www.fec.gov/info/conferences/2009/candparty09.shtml> to register online or for a screen-fillable 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.

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 \$249 single/double is available for hotel reservations made by January 30, 2009. Click the reservations link on the FEC's conference web site or call 1-800-545-8700 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.

Additional Questions: Visit the Conference web site at <http://www.fec.gov/info/conferences/2009/candparty09.shtml> or call:

- **Conference Program:** 1-800/424-9530 (press 6) or e-mail Conferences@fec.gov
- **Conference Registration/Fees:** 1-800/246-7277 or e-mail toni@sylvestermanagement.com

Federal Election Commission

2009 Conference Program



Conference for Campaigns and Political Party Committees

March 3-4, 2009
Washington, DC

Federal Election Commission
Office of Communications
Information Division
999 E Street, NW
Washington, DC
202-694-1100
1-800-424-9530 (Press 6)
Conferences@fec.gov



Conference Agenda

Tuesday, March 3, 2009

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

A2: Legal Issues—Panel Discussion of Recent Developments

(Note: 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: (Choose One Option)

B1: House and Senate Campaigns, Part I: Sources of Support

- Support from the candidate
- Contributions
- Volunteer exemptions

B2: Party Committees, Part I: Organizing and Fundraising

- Types of accounts
- Fundraising by federal candidates
- Volunteer exemptions

12:45 - 1:45 PM Luncheon Roundtables

At each table, attendees will sit with an FEC Commissioner or senior 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

B1: House and Senate Campaigns, Part II: Conducting the Campaign

- Lobbyist bundling
- Use of campaign funds
- Operating expenditures
- Campaign travel

B2: Party Committees, Part II: Supporting Federal Candidates

- Federal Election Activity
- Exempt party activity
- Phone banks
- Coordinated communications
- Independent expenditures

Wednesday, March 4, 2009

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

A guest speaker 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

B1: House and Senate Campaigns, Part III Activities Beyond the Campaign

- Party support/communications
- Coordinated communications
- Independent expenditures
- Candidate fundraising for others

B2: Party Committees, Part III: Paying Expenses

- Paying bills
- Federal/nonfederal allocation
- Federal/Levin funds allocation

10:45 AM - 11:00 AM Break

11:00 AM - 12:30 PM Team Workshops

B1: House and Senate Campaigns: Avoiding Filing Foibles

- FECFile demo
- Loans
- Joint fundraising

B2: Party Committees: Avoiding Filing Foibles

- FECFile demo
- Last minute advertising
- Joint fundraising

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)

C1: Making the Most of Corporate/Labor Communications and Resources

- Corporate/labor voting communications
- Fundraisers
- Meet-and-greets

C2: Best Practices in Committee Management

- Recordkeeping
- Protecting the committee from fraud and embezzlement
- Case studies and examples

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