

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 the new campaign finance law provisions of the Honest Leadership and Open Government Act of 2007

Why attend? What will I learn?

Breakout workshops for each group in fundraising 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. Advanced workshops are offered on topics such as election-related communications and recent developments in campaign finance law, so that experienced attendees can update their knowledge. We will also introduce the recent changes to the statute made by the Honest Leadership and Open Government Act of 2007. All 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.

What is the registration fee?

The registration fee is \$475 per attendee. A late charge of \$25 will be added for registrations received after March 7, 2008. This amount covers the cost of the conference, materials, meals and refreshments. A full refund will be made for all cancellations received before that date. 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/2008/candparty08.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. **Note: The conference is sold out—please contact 1-800/246-7277 for waiting list information.**

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, and approximately 15 minutes from the Tidal Basin, where the National Cherry Blossom Festival will be taking place. 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 \$239 single/double is available for hotel reservations made by March 7, 2008. 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.
- 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. Go to the left and walk to Calvert St (one block). Cross the street and take a right. The hotel will be on your left hand side.

Additional Questions: Visit the Conference web site at <http://www.fec.gov/info/conferences/2008/candparty08.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 tonis@sylvestermanagement.com

Federal Election Commission



Conference for Campaigns and Political Party Committees

**April 2-3, 2008
Washington, DC**

Federal Election Commission

Phone: 202-694-1100

Toll-free: 1-800-424-9530 (press 6)

E-mail: Conferences@fec.gov

Conference Agenda

Wednesday, April 2, 2008

8:00 - 9:00 AM Registration

9:00 - 9:15 AM Welcome

9:00 - 9:15 AM Breakout Workshops: Choose One Option

A1: Basics of the Law

- Organization of committee
- Contributions and expenditures
- Filing information
- Disclaimers

A2: Recent Developments in Federal Campaign Finance Law

(Note: Do not select option A2 if you have not previously attended an FEC Conference.)

- Court decisions impacting FEC regulations
- Pending and recent legislation and regulations
- Note: This workshop will be repeated on Day 2

11:00 AM - 11:15 AM Break

11:15 AM - 12:45 PM Team Workshops:

Choose the Option that Applies to the Organization you are representing

B1: House and Senate Campaigns: Fundraising, Part 1

- Support from the candidate
- Individual and volunteer support and exemptions
- Types of communications

B2: Party Committees: Fundraising, Part 1

- Allocation between federal/nonfederal and federal/Levin accounts
- Federal Election Activity (FEA) rules
- Sources of support for party committees

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 (Continued)

B1: House and Senate Campaigns: Fundraising, Part 2

- Contributions from PACs and party committees
- Receiving or giving support to/from other federal campaigns
- Use of campaign funds

B2: Party Committees: Fundraising, Part 2

- Fundraising by candidates and officeholders for party
- Contributions to the party
- Exempt activities
- Types of communications

Thursday, April 3, 2008

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

(Continued)

B1: House and Senate Campaigns: FEC Reporting

- Disclosing contributions and expenditures
- Reporting loans
- Tricky reporting scenarios

B2: Party Committees: FEC Reporting

- Disclosing contributions and expenditures
- Tricky reporting scenarios
- Reporting costs for public communications and fundraising events

10:45 - 11:00 AM Break

11:00 AM - 12:30 PM Breakout Workshops: Choose One Option

C1: Election-Related Communications

- Electioneering communications
- Coordinated communications - new guidelines
- Independent expenditures
- Permitted corporate/labor organization communications

C2: Meet Your Analyst: One-on-One Reporting Help

The FEC Campaign Finance Analyst who reviews your committee's reports will be available to answer questions about reporting and the FEC's review process. This is your opportunity to individually discuss how to report specific situations with an FEC staff member.

12:30 - 1:30 PM Luncheon Speaker

Joe Stoltz, Director of the FEC's Audit Division, will speak about internal controls for political committees

1:45 - 3:15 PM Breakout Workshops: Choose One Option

D1: Using Corporate/Union Resources to Help Federal Candidates and Parties

- Candidate appearances, "meet and greets" and fundraising events
- New rules for use of computers and internet access by volunteers
- Guidelines for corporate/labor/trade involvement

D2: Recent Developments in Federal Campaign Finance Law (Repeat from Day 1)

- Court decisions impacting FEC regulations
- Pending and recent legislation and regulations

3:15 - 3:30 PM Break

3:30 - 4:30 PM FEC Jeopardy

A fun wrap-up session reviewing material presented during the conference.