

Conference Information

Who should attend this conference?

Treasurers and staff who have responsibility for compliance with federal campaign laws of:

- Membership Organizations
- Trade Associations
- Labor Organizations
- Anyone who wants to learn about changes resulting from the Honest Leadership and Open Government Act of 2007 and recent litigation

How do I know if I'm with a Trade Association or a Membership Organization? Which track should I sign up for?

Several workshops are divided into one track for trade associations and another track for membership and labor organizations. It is important to go to the track applicable to your type of organization because each type has some rules specific to it.

Under FEC regulations, a trade association consists of persons engaged in a similar or related line of commerce that are organized to promote and improve business conditions, but do not engage in regular business for profit. If this describes your organization, you should sign up for the trade association track. The track for labor organizations and membership organizations focuses on rules specific to those types of organizations, including other types as well (e.g., chambers of commerce, 501(c)(4) corporations). If you are still unsure which track to enroll in after reading these descriptions, please e-mail Conferences@fec.gov for further assistance.

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 17, 2009. This amount covers the cost of the conference, materials, meals and refreshments. *Refunds are made at the sole discretion of Sylvester Management Corporation. A full refund is only guaranteed for cancellations received before 5 p.m. EDT on April 17.* 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/tradememberlabor09.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, the information you provide may be retained in order to notify you about changes, upgrades, etc.

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 April 17, 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 for \$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/tradememberlabor09.shtml> or call:

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



FEC Conference for Trade Associations, Labor Organizations, Memberships Organizations and their Political Action Committees

May 21-22, 2009
Washington, DC

Federal Election Commission
Office of Communications
Information Division
999 E Street, NW
Washington, DC 20463
202-694-1100
1-800-424-9530 (Press 6)
Conferences@fec.gov

Conference Agenda

Thursday, May 21, 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: Trade Associations: PAC Operations, Part 1

- Restricted Class
- Prior Approval
- Solicitation notices
- Collection of contributions

B2: Membership and Labor Organizations: PAC Operations, Part 1

- Restricted class
- Solicitation notices
- Collection of contributions

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: Trade Associations: PAC Operations, Part 2

- Raffles, auctions and events
- Meetings and conventions
- Online fundraising
- Matching charitable contributions

B2: Membership and Labor Organizations: PAC Operations, Part 2

- Raffles, auctions and events
- Meetings and conventions
- Online fundraising
- Matching charitable contributions

Friday, May 22, 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: Trade Associations: PAC Operations, Part 3

- Coordinated communications
- Independent expenditures
- Bundling

B2: Membership and Labor Organizations: PAC Operations, Part 3

- Coordinated communications
- Independent expenditures
- Bundling

10:45 - 11:00 AM Break

11:00 AM - 12:30 PM Avoiding Filing Foibles

- FECFile reporting examples
- Follow-up questions and scenarios
- How to work with your analyst

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 Your Organization's Communications and Resources

- Endorsements
- 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.

