

CONFERENCE INFORMATION

Who should attend this conference?

- 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 and their political action 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 corporations and their political action committees. Beginners will benefit from our Getting Started workshop that reviews basic provisions of the law, while those with more experience get updates on the 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.

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. Nonconnected committees (i.e., those without a corporate or union sponsor, including those sponsored by partnerships) should contact the FEC at conferences@fec.gov for recommendations regarding training.

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, February 27, 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 February 27; 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/corporate09.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 Westin Washington, DC City Center Hotel, 1400 M Street, N.W., Washington, DC 20005. The hotel is located downtown on Thomas Circle, near the White House and the K Street corridor, and walking distance from the Metro subway. 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 February 27, 2009. Click the reservations link on the FEC's conference web site or call 1-800-937-8461 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: For a map and driving directions visit <http://www.starwoodhotels.com/westin/property/area/directions.html?propertyID=1761>. Valet parking is available for \$15/day and \$35/night.
- By Public Transportation: The hotel is located near the McPherson Square (Blue/Orange Lines) and Farragut North (Red Line) Metro stations.

Additional Questions: Visit the Conference web site at <http://www.fec.gov/info/conferences/2009/corporate09.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



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CONFERENCE AGENDA

Thursday, April 2, 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 PAC Operations,
Part 1**

- Restricted class
- Solicitation notices
- What is a solicitation

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 PAC Operations, Part 2

- Payroll deduction
- Raffles, prizes and entertainment
- Meetings
- Online fundraising
- Matching charitable contributions

Friday, April 3, 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 PAC Operations, Part 3

- Coordinated communications
- Independent expenditures
- Bundling

10:45 AM - 11:00 AM Break

11:00 AM - 12:30 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)**

**B1: Making the Most of Corporate
Communications and Resources**

- Voting communications
- Fundraisers
- Meet-and-greets

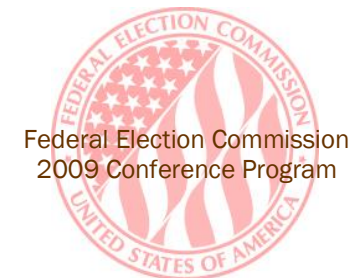
**B2: Best Practices in Committee
Management**

- 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.



Federal Election Commission
2009 Conference Program