

A photograph of the Chicago skyline, featuring several skyscrapers and a bridge over a river. The text is overlaid on the image in a bold, white font with a black outline.

**Conference on Federal Campaign Finance Laws
for House and Senate Campaigns,
Political Party Committees and
Corporate/Labor/Trade
Political Action Committees**

**Hyatt Regency Chicago
Chicago, IL
September 15-16, 2009**

Conference Information:

Who should attend this conference?

- Treasurers and staff of the following who have responsibility for compliance with federal campaign finance laws:
 - House and Senate Campaigns
 - National, State, District and Local Political Party Committees
 - Corporations
 - Trade Associations
 - Labor Organizations
 - Membership Organizations
- Attorneys, accountants and consultants who have clients that are any of the above types of organizations
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to the types of organizations listed above
- 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 which track should I sign I up for?

Several of the workshops are divided into sections designed for campaign committees, party committees and corporate/labor/trade association PACs. You should choose the track that applies to the type of organization you represent. If you are still unsure which track to enroll in, please contact us for assistance at conferences@fec.gov.

What is the schedule?

The agenda and schedule for the conference is attached.

I'm with a nonconnected committee - Can I come to this conference?

You may attend, but the content of the 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.

Are there workshops for beginners?

Yes. The workshop entitled Getting Started: Basics for Beginners provides an overview of campaign finance law that is applicable to everyone. 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.

How about someone who is a seasoned veteran of campaign finance law - Does this conference fit their needs?

Yes. Advanced workshops are offered on topics such as Corporate/Labor Communications and Legal Issues - 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 of the workshops are updated regularly with new information, as needed. Moreover, FEC conferences offer an opportunity for both beginners and advanced attendees to network with another, to share ideas and to learn from each other.

Are CLE credits (or continuing education credits) available?

The FEC has not applied in any state to be an official CLE (or CE) sponsor. Attendees in the past, however, have applied on their own for, and received, continuing education credits for their attendance at FEC conferences. Contact your state MCLE organization (or state board of accountancy, for accountants) for more information. Please contact us if you have further questions or need additional materials for your application.

Registration Information

What is the registration fee?

The registration fee is \$550 per attendee. A late fee of \$50 will be added for registrations received after 5 p.m. EDT, August 14, 2009. 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?

- Register online at https://www.sylvestermanagement.com/FEC/2009pages/091509chicago_regional.htm
- Register by mail or fax by using the screen-fillable form at <http://fecds.005.fec.gov/info/conferences/2009/chicago09registration.pdf>

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. Please see our Privacy Policy at <http://www.fec.gov/privacy.shtml> for more information.

Will you make an attendee list available?

We will include the attendee list with the notebooks provided to attendees at registration. Due to Privacy Act concerns, however, only those attendees who have signed and submitted a form granting their consent to share their contact information will be included on that list. The form will be sent to attendees in August after they register for the conference. If you would like to share your contact information with other attendees, please submit this form by August 19.

If you are not attending the conference, or if you want to receive the attendee list before the conference, please contact the FEC's FOIA office in the Office of General Law and Advice Division at 202-694-1650.

Logistics

What hotel arrangements do I need to make?

The conference will be held at the Hyatt Regency Chicago, 151 East Wacker Dr., Chicago, IL 60601. The hotel is located in downtown Chicago within the Magnificent Mile, which is considered to be one of the world's greatest avenues.

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 is available for hotel reservations made by August 14, 2009. Click the reservations link on the FEC's conference web sit or call 1-888-421-1442 and identify yourself

as attending the Federal Election Commission conference to reserve this group rate. The hotel will charge the prevailing sales tax, currently 15.4%.

How do I get there?

- ❑ By car: From **O'Hare International Airport**: When leaving the airport take the "Kennedy Expressway" (I-90/94) going East to Ohio Street exit. Proceed on Ohio to State Street and turn right. Turn left at Wacker Drive. The hotel will be down approximately 2 blocks on the right. Parking is available on site for \$48/day.
- ❑ By car: From **Midway Airport**: When leaving the airport take the Cicero Ave North to "Stevenson Expressway" (I-55) North. Take the exit at "Dan Ryan Expressway" (I-90/94) West. Next, you will exit at Washington Street and proceed East to Michigan Ave and turn left. Proceed North to Wacker Drive and turn right. The hotel will be one block on the right. Parking is available on site for \$48/day.
- ❑ By Taxi/Shuttle: Taxis from the airport to the hotel are approximately \$30-\$40 plus tax. Alternatively, shuttles cost approximately \$23-\$28 one way or \$36-\$40 (single) round-trip. Contact "Go Airport Express" at 773-247-1200 for information.

What is the weather like in Chicago in September?

Visit <http://forecast.weather.gov/MapClick.php?CityName=Chicago&state=IL&site=LOT&textField1=41.837&textField2=-87.685>

What should I wear?

While there is no formal dress code for our conferences, attendees typically wear business casual attire. Due to the variability of the meeting room temperature, you may want to bring a sweater or jacket.

Additional Questions:

Conference Program: 1-800/424-9530 (press 6) or e-mail Conferences@fec.gov

Conference Registration/Fees: 1-800/246-7277 or e-mail rosalyn@sylvestermanagement.com



Tuesday, September 15, 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 committees
- Contributions and expenditures
- Filing Information

A2: Legal Issues - Recent Developments in Federal Campaign Finance Law *(Do not select option A2 if you have not previously attended an FEC conference.)*

- Important court cases
- Recent legislation and regulations
- Note: This workshop will be repeated on Day 2

11:00 - 11:15 AM

Break

11:15 AM - 12:45 PM

Team Workshops: Operations, Part 1

Please choose the option that applies to the organization you are representing

B1: House and Senate Campaigns

- Support from the candidate
- Contributions
- Volunteer exemptions

B2: Political Party Committees

- Types of accounts
- Fundraising by federal candidates
- Collection of contributions

B3: Corporate/Labor/Trade Political Action Committees

- Restricted Class
- Solicitation notices
- Collection of contributions

12:45 - 1:45 PM

Luncheon Speaker

An FEC Commissioner will address a topic related to federal campaign finance law.

2:00 - 3:30 PM

Team Workshops: Operations, Part 2

B1: House/Senate Campaigns

- Lobbyist bundling
- Use of campaign funds
- Operating expenditures

B2: Political Party Committees

- Federal Election Activity
- Exempt party activity
- Phone banks

B3: Corporate/Labor/Trade Political Action Committees

- Raffles, auctions and events
- Meetings and conventions
- Online Fundraising

Wednesday, September 16, 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: Operations, Part 3

B1: House/Senate Campaigns

- Party support/communications
- Coordinated communications
- Independent expenditures

B2: Political Party Committees

- Paying bills and reporting expenses
- Federal/nonfederal allocation
- Federal/Levin funds allocation

B3: Corporate/Labor/Trade Political Action Committees

- Coordinated communications
- Independent expenditures
- Bundling

10:45 - 11:00 AM

Break

11:00 AM - 12:30 PM

Breakout Workshops: Choose One Option

C1: The Three R's - Recordkeeping, Reporting and Responding

- How to work with your analyst
- FECfile reporting examples

C2: Corporate/Labor Communications

- Electioneering communications
- Permitted corporate/labor/trade organization communications

12:30 - 1:30 PM

Luncheon “Best Practices” Video Presentation

FEC Audit Division Director Joe Stoltz offers recommendations regarding committee management.

1:45 - 3:15 PM

Breakout Workshops: Choose One Option

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

- Candidate appearances and a fundraising events
- Guidelines for corporate/labor/trade involvement

D2: Legal Issues - Recent Developments in Federal Campaign Finance Law (Repeated from Day 1)

- Important court cases
- Recent legislation and regulations

3:15 - 3:30 PM

Break

3:30 - 4:30 PM

FEC Jeopardy

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

