



Federal Election Commission

Seminar/Webinar for Trade Associations, Membership and Labor Organizations and Their PACs

Agenda

May 23, 2012
FEC Headquarters
Washington, DC

(All times Eastern)

8:30 - 9:00 AM — Registration

9:00 - 9:15 AM — Welcome

9:15 - 9:30 AM — Break

9:30 - 11:00 AM — Breakout Workshops

(Choose One)

Option A1: Basics for Beginners

- Overview of FECA
- Contributions and expenditures
- Filing information

Option A2: Recent Developments in the Law

(Select A2 only if you've previously attended an FEC workshop)

- Important court cases
- Recent legislation and regulations

11:00 - 11:15 AM — Break

**11:15 AM - 12:45 PM — Team Workshops:
PAC Operations, Part 1**

(Please choose based on the organization you represent)

Option B1: Trade Associations

- Solicitation notices
- Collecting contributions
- Fundraising techniques

Options B2: Membership and Labor Organizations

- Solicitation notices
- Collecting contributions
- Fundraising techniques

12:45 - 1:45 PM — Lunch Break

Lunch on your own. A list of eateries will be provided.

**1:45 - 3:15 PM — Team Workshops Continue:
PAC Operations, Part 2**

(Please choose based on the organization you represent)

Option B1: Trade Associations

- Methods for supporting federal candidates
- RAD review and referral policy

Options B2: Membership and Labor Organizations

- Methods for supporting federal candidates
- RAD review and referral policy

3:15 - 3:30 PM — Break

3:30 - 4:30 PM — Breakout Workshops

(Choose One)

Option C1: Trade/Membership/Labor Communications and Resources

- Permitted organization communications
- Use of organization facilities

Option C2: Electronic Filing: Hands on Training with FECFile

- Learn how FECFile (the FEC's software) works and its features

4:30 - 5:00 PM — Meet Your Campaign Analyst

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.



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2012 SEMINAR SERIES