



*Agenda*  
*FEC Regional Conference*  
*February 22-23, 2012*  
*Hilton Miami Downtown Hotel*  
*Miami, FL*

**Wednesday, February 22**

**8:00 - 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: 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: Committee Operations, Part 1**  
(Please choose the option that applies to the organization you are representing.)

**B1: House/Senate Campaigns: Sources of Support for Candidate Committees**

- Support from the candidate
- Permissible uses of contributions
- Volunteer exemptions

**B2: Political Party Committees: Organization and Fundraising**

- Types of accounts
- Raising federal funds
- Supporting federal candidates

**B3: Corporate/Labor/Trade Political Action Committees: Organization and Solicitation Basics**

- Restricted class
- Solicitation notices
- Collection of contributions

12:45 - 1:45 PM

**Networking Luncheon**

An opportunity to discuss questions and common issues with fellow attendees.

2:00 - 3:30 PM

**Team Workshops: Committee Operations, Part 2**

**B1: House/Senate Campaigns: Sources of Support for Candidate Committees (cont'd)**

- Volunteer exemptions (cont'd)
- Earmarked contributions
- Lobbyist bundling

**B2: Political Party Committees: Supporting Candidates**

- Raising Levin funds
- Federal Election Activity (FEA)
- Nonfederal fundraising by federal candidates

**B3: Corporate/Labor/Trade Political Action Committees: Solicitation Techniques**

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

Thursday, February 23

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: Committee Operations, Part 3**

**B1: House/Senate Campaigns: Use of Campaign Funds and Candidate Involvement Outside of Federal Elections**

- Handling committee expenses
- Use of campaign funds
- Candidate involvement outside of federal elections

**B2: Political Party Committees: Allocation and Joint Fundraising**

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

**B3: Corporate/Labor/Trade Political Action Committees: Supporting Candidates**

- In-kind contributions
- Coordinated communications
- Independent expenditures

10:45 - 11:00 AM

**Break**

11:00 AM - 12:30 PM

**Best Practices for FEC Compliance**

- How to work with your analyst
- FECFile reporting examples
- Recordkeeping

12:30 - 1:30 PM

**Luncheon Speaker**

1:45 - 3:15 PM

**Breakout Workshops: Choose One Option**

**C1: Corporate/Labor/Trade Communications and Resources**

- Restricted class communications
- Communications beyond the restricted class
- Guidelines for corporate/labor/trade involvement

**C2: 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 - 4:00 PM

**FEC Jeopardy**

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

