



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

*Hilton Miami Downtown
Miami, FL
February 22-23, 2012*

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 recent changes resulting from legislation and litigation

How do I know which track I should sign 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 or call the FEC's Information Division at 1-800/424-9530 (Press 6) 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/Trade Communications and Facilities and Legal Issues – Recent Developments in Federal Campaign Finance Law, so that experienced attendees can update their knowledge. 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 one 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. In the past, however, attendees have applied on their own, 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 \$525 per attendee, which includes a \$25 nonrefundable transaction fee. A late charge of \$50 will be added for registrations received after 5 p.m. EST, **January 27, 2012**. 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 <http://www.cvent.com/d/tcq8n0>
- Register by mail or fax by using the screen-fillable form at <http://www.fec.gov/info/conferences/2012/miamiregform.pdf>

If you use an online form to register for a conference, the information you provide may be retained so that details about changes, upgrades, etc. may be communicated, 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 an attendee list in the notebooks provided to attendees at registration. However, due to Privacy Act concerns, 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 after they register for the conference. If you would like to share your contact information with other attendees, please submit this form by **February 9, 2012**.

If you are not attending the conference, but want to receive a copy of the attendee list, 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 Hilton Miami Downtown Hotel, 1601 Biscayne Boulevard, Miami, FL 33132. The hotel is located in the downtown performing arts district, and close to South Beach and many of the city's top attractions.

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 \$229 single and \$239 double is available for hotel reservations made by **January 27, 2012**. To make your hotel reservations and reserve this group rate, please call 1-888/554-2114 and identify yourself as attending the Federal Election Commission conference. Alternatively, click the reservations link on the FEC's conference website. The hotel will charge the prevailing sales tax, currently 13%.

How do I get there?

- ❑ **By Car (driving from Miami International Airport):**
Follow the airport exit signs to State Road 112, towards Miami Beach. Continue 4 miles through the toll plaza and follow the signs to I-195 east (Miami Beach). Exit at Biscayne Boulevard (second exit, 1/2 mile). At the traffic light, turn left onto Biscayne Blvd. The hotel will be on your left at 16th street on Biscayne Boulevard. For a map see the FEC's conference website.

- ❑ **By Taxi/Shuttle:**
Taxis from Miami International Airport to the hotel are approximately \$25 plus tax. Alternatively, there are a number of shuttle services available at the airport. Prices are approximately \$15 plus tax. For a complete list of companies, please see the FEC's conference website.

What is the weather like in Miami in February?

Visit <http://www.weather.gov/miami>.

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 email Conferences@fec.gov

Conference Registration/Fees: 1-800/246-7277 or email Rosalyn@sylvestermanagement.com



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.

