



Federal Election Commission

## Seminar for Nonconnected Committees

November 16, 2011

FEC Headquarters

Washington, DC

### Seminar Information

#### Who should attend this seminar?

- Treasurers of Leadership PACs, Partnership PACs and other Nonconnected Political Action Committees (i.e., committees that are **NOT** sponsored by corporations, unions, trade associations or nonprofit membership organizations)
- Staff of the above organizations who have responsibilities for compliance with campaign finance laws
- Attorneys, accountants and consultants who have clients that are nonconnected PACs or unregistered 527 organizations
- Anyone who wants to gain in-depth knowledge of federal campaign finance laws

#### What is the schedule/program?

The schedule for the seminar is attached.

#### May party, candidate or separate segregated fund representatives attend this seminar?

You may attend, but the content of this seminar is not tailored to your type of organization. The Commission will host a regional conference in Miami, a DC seminar and roundtable workshops early next year that are better suited to your type of committee. To view the full list of events, please visit our website at <http://www.fec.gov/info/outreach.shtml#conferences>. For additional information on seminars and conferences, please email the FEC at [Conferences@fec.gov](mailto:Conferences@fec.gov) or call the FEC's Information Division at 1.800.424.9530 (Press 6).

#### Are there workshops for beginners?

Yes. The workshop entitled *Basics for Beginners* provides an overview of campaign finance law that is particularly beneficial to newcomers. Beginners also benefit from the chance to network with more experienced campaign finance law professionals and share ideas with each other.

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

Yes. Advanced workshops are offered on topics such as recent developments in campaign finance law. All of the workshops are updated regularly to ensure that attendees receive the very latest information. Moreover, FEC seminars offer an opportunity for both beginners and advanced attendees to network with one another, to share ideas and to learn from each other.



## Registration Information

### What is the registration fee?

The registration fee is \$100 per attendee, which includes a \$25 nonrefundable transaction fee. ***A refund (minus the transaction fee) will be made for all cancellations received before 5 p.m. EST on November 11; 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?

- Register online at <http://www.cvent.com/d/mcq7j0>
- Register by mail or fax by using the screen-fillable form at <http://www.fec.gov/info/conferences/2011/nonconnectedform.pdf>

If you use an online form to register for a seminar, 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.

Please call Sylvester Management prior to registering to ensure there is space available in this seminar at 1-800/246-7277. If you will be unable to attend, please notify Sylvester Management as soon as possible by calling 1-800/246-7277 or sending an email to Rosalyn at [rosalyn@sylvestermanagement.com](mailto:rosalyn@sylvestermanagement.com), so that the next person on the waiting list will be able to attend.

If you have any program questions, please contact the Information Division at 202/794-1100 or email [Conferences@fec.gov](mailto:Conferences@fec.gov).

## Logistics

### Where is the seminar being held?

The seminar will be held at the FEC's headquarters at 999 E Street, N.W., Washington, DC. Please allow a few extra minutes to go through security upon your arrival at the FEC.

### What hotel arrangements do I need to make?

Attendees are responsible for making their own hotel reservations at a hotel of their choosing. Hotels that are within walking distance to the FEC include:

- Courtyard by Marriott Washington Convention Center
- Hotel Monaco
- Grand Hyatt
- J.W. Marriott
- Marriott at Metro Center



Note that the FEC is providing a list of nearby hotels for the convenience of attendees, but, as a government agency, may not endorse any of them. We recommend that you do not finalize your hotel/travel reservations until you have received a confirmation of your registration from Sylvester Management.

### **How do I get to the FEC?**

The FEC recommends that attendees use public transportation to reach the FEC. The FEC is located at 10th and E Street, N.W., in between the Metro Center (Red/Orange/Blue lines) and Gallery Place (Green/Red/Yellow lines) Metro stations. If you drive, there are several pay parking lots located near the FEC; however, many of these fill before 8 a.m.

### **What should I wear?**

While there is no formal dress code for our seminars, attendees typically wear business casual attire.

### **Additional Questions:**

**Seminar Program:** 1-800/424-9530 (press 6) (local DC: 202/694-1100) or email [Conferences@fec.gov](mailto:Conferences@fec.gov)

**Seminar Registration/Fees:** 1-800/246-7277 or email [Rosalyn@sylvestermanagement.com](mailto:Rosalyn@sylvestermanagement.com)



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## Agenda

**8:00 - 8:30 AM — Registration**

**8:30 - 8:45 AM — Welcome**

**8:45 - 9:00 AM — Break**

**9:00 - 10:30 AM — Breakout Workshops**

*(Choose One Option)*

**Option 1A: Basics for Beginners**

- Overview of FECA
- Contributions and expenditures
- Filing information

**Option 1B: Recent Developments in the Law**

*(Do not select option 1B if you have not previously attended an FEC workshop.)*

- Important court cases
- Recent legislation and regulations

**10:30 - 10:45 AM — Break**

**10:45 AM - 12:15 PM — Breakout Workshops**

*(Choose One Option)*

**Option 2A: Rules for Partnerships and other Nonconnected PACs**

- Fundraising
- Use of resources
- Supporting federal candidates

**Option 2B: Rules for Leadership PACs**

- Fundraising
- Travel
- Supporting federal candidates

**12:15 - 1:15 PM Lunch**

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

**1:15 - 2:45 PM — FEC Reporting/Best Practices**

- Tricky reporting issues
- Recordkeeping
- How to work with your analyst

**2:45 - 3:00 PM— Break**

**3:00 - 3:30 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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