

Sold Out; Waiting List Only

Call 1-800/246-7277 for waiting list information

**Conference on Federal Campaign Finance Laws
for Corporations and their Political Action Committees**



**The Westin Washington, DC
City Center Hotel**

Washington, DC

March 11-12, 2008

Conference Information:

Who should attend this conference?

- Treasurers and staff of corporations and their political action committees who have responsibility for compliance with federal campaign finance laws
- Attorneys, accountants and consultants who have clients that are corporations
- Anyone who wants to gain in-depth knowledge of federal campaign finance law as it applies to corporations
- Anyone who wants to learn about the new campaign finance law provisions of the Honest Leadership and Open Government Act of 2007, as they apply to corporations

What is the schedule/program?

The agenda for the conference appears at the end of this brochure.

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

You may attend, but the content of this 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 Basics: The Big Picture 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 election-related communications and 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 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. 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 \$475 per attendee. A late charge of \$25 will be added for registrations received after February 15, 2008. 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?

The conference is sold out; please call 1/800-246-7277 for waiting list information

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 <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 January after they register for the conference. If you would like to ensure you share your contact information with other attendees, please submit this form by February 29.

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 Counsel's 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 Westin City Center Hotel, 1400 M Street, N.W., Washington, DC 20005. The hotel is located downtown on Thomas Circle, near the White House and the K Street corridor, and walking distance from the Metro subway.

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 \$239 single/double is available for hotel reservations made by February 15, 2008. Call 202-429-1700 or 1-800-228-3000 and identify yourself as attending the Federal Election Commission conference to reserve this group rate. The hotel will also charge the prevailing sales tax, currently 14.5%.

How do I get there?

- By Car: Visit <http://www.starwoodhotels.com/westin/property/area/directions.html?propertyID=1761> for driving directions and a map. Valet parking is available for \$35/day.
- By Public Transportation: The hotel is located near the MacPherson Square (Blue/Orange Lines) and Farragut North (Red Line) Metro stations.

What is the weather like in Washington DC, in March?

Visit <http://www.erh.noaa.gov/lwx/> for the weather forecast for Washington, DC

What should I wear?

While there is no formal dress code for our conferences, attendees typically wear business casual attire. Due to the unpredictability 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 tonis@sylvestermanagement.com

FEC Corporate Conference Agenda

March 11-12, 2008
Westin Washington, DC City Center Hotel, Washington, DC

Tuesday, March 11, 2008

8:00 - 9:00 AM **Registration/Breakfast**

9:00 - 9:15 AM **Welcome**

9:30 - 11:00 AM **Breakout Workshops: Choose One Option**

A1: Basics of the Law

- Organization of committee
- Contributions and expenditures
- Filing information
- Disclaimers

A2: Recent Developments in Federal Campaign Finance Law

(Note: Do not select option A2 if you have not previously attended an FEC Conference.)

- Court decisions impacting FEC regulations
- Pending and recent legislation and regulations
- Note: This workshop will be repeated on Day 2

11:00 - 11:15 AM **Break**

11:15 AM - 12:30 PM **General Session: Fundraising for Corporate PACs, Part 1**

- Restricted class
- Solicitation notices
- Payroll deduction

Tuesday, March 11, 2008, Continued

12:45 - 1:45 PM Luncheon Roundtables

At each table, attendees will sit with an FEC Commissioner or senior staff member, who will informally discuss a topic related to federal campaign finance law and answer your questions. A list of the table topics will be supplied at registration. You may sit at the table of your choice.

2:00 - 3:30 PM General Session: Fundraising for Corporate PACs, Part 2

- Raffles, prizes and entertainment
- Meetings
- Online fundraising
- Matching charitable contributions

Wednesday, March 12, 2008

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. Breakfast will be served.

9:00 - 9:15 AM Break

9:15 - 10:45 AM General Session : FEC Reporting

- Disclosing contributions and expenditures
- Tricky reporting scenarios
- Reporting costs for public communications and fundraising events

10:45 - 11:00 AM Break

Wednesday, March 12, 2008, Continued

11:00 AM - 12:30 PM **Breakout Workshops: Choose One Option**

B1: Election-Related Communications

- Electioneering communications
- Coordinated communications - new guidelines
- Independent expenditures
- Communications to restricted class and employees

B2: Meet Your Analyst: One-on-One Reporting Help

The FEC Campaign Finance Analyst who reviews your committee's reports will be available to answer questions about reporting and the FEC's review process. This is your opportunity to individually discuss how to report specific situations with an FEC staff member.

12:30 - 1:30 PM

Luncheon Speaker

Joseph Stoltz of the Commission's Audit Division will speak about internal controls for political committees.

1:45 - 3:15 PM

Breakout Workshops: Choose One Option

C1: Using Corporate Resources to Help Federal Candidates and Parties

- Candidate appearances, "meet and greets" and fundraising events
- New rules for use of corporate air travel, computers and internet access
- Guidelines for corporate involvement

C2: Recent Developments in Federal Campaign Finance Law (Repeat from Day 1)

- Court decisions impacting FEC regulations
- Pending and recent legislation and regulations

3:15 - 3:30 PM

Break

3:30 - 4:30 PM

General Session: FEC Jeopardy

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