



Conference Information:

Who should attend this conference?

- Treasurers and staff of the following who are responsible 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 should I sign up for?

Several of the workshops are divided into sections designed for campaign committees, party committees and corporate/labor/member/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 email us at Conferences@fec.gov.

What is the schedule?

[Click here to view the agenda and schedule for the conference.](#)

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 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 titled *Basics and Best Practices* provides an overview of campaign finance law that is applicable to everyone. Team workshops for each group offer basic information geared to that specific type of organization. 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 veteran of campaign finance law - Does this conference fit their needs?

Yes. Advanced workshops are offered on topics such as campaign activity by corporations, labor unions and others and recent developments in the law. All of the workshops are updated regularly to ensure that attendees receive the very latest information. 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. The FEC can provide a letter upon request acknowledging participation in the conference, including an agenda and staff bios, which participants can use to independently apply for credit.

Registration Information

What is the registration fee?

The registration fee is \$590 per attendee, which includes a \$30 nonrefundable transaction fee. The fee increases to \$615 for registrations received after 5 p.m. EDT, July 31, 2015. **A full refund (minus the \$30 transaction fee) will be made for all cancellations received by July 31, 2015; no refund will be made for cancellations received after that date.** Note: Credit card payments will appear on your statement as paid to *Sylvester Management Corporation*.

How do I register for the conference?

- [To register online \(recommended\), click here.](#) You may also register by filling out [this registration form](#). Please call Sylvester Management at 800/246-7277 if you need assistance in registering. Additionally, [click here](#) to sign up to receive email updates about registration for [upcoming conferences and workshops](#).

If you use the online form to register for a conference, the information you provide may be retained so that information about changes, upgrades, etc. may be provided where appropriate. Please see our [Privacy Policy](#) for more information.

Will you make an attendee list available?

We will include an attendee list in the notebooks provided to attendees at the conference. 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 **August 3, 2015**.

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 Counsel's General Law and Advice Division at 202-694-1650.

Logistics

Where is the conference being held?

The conference will be held at the DoubleTree by Hilton Hotel - Chicago Magnificent Mile, 300 East Ohio St., Chicago, Illinois, 60611. The hotel is located in downtown Chicago. The hotel can be reached directly at (312) 787-6100.

What hotel arrangements do I need to make?

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 \$166 (for single or double occupancy) is available for hotel reservations made by **August 3, 2015**. To make your hotel reservations and reserve this group rate, please visit the hotel website at http://doubletree.hilton.com/en/dt/groups/personalized/C/CHIMMDT-FEC-20150825/index.jhtml?WT.mc_id=POG. The hotel will charge the Chicago hotel room tax, currently 16.4%.

How do I get there?

- By Car (driving from Chicago-O'Hare International Airport):
 - Exit the airport and take I-90 East approximately 16 miles. Take Exit 50B toward Ohio Street East and go approximately 1.1 miles. The hotel is located on the left, on the corner of East Ohio Street and N Fairbanks Ct.
 - [Click here for a map.](#)
- By Taxi/Shuttle:
 - Taxis from the O'Hare International Airport to the hotel are approximately \$35-40 plus tax. Alternatively, there are a number of shuttle services available at the airport. Prices are approximately \$25 plus tax.
 - [Click here for additional information.](#)

What is the weather like in Chicago in August?

[Click here for the National Weather Service forecast for Chicago.](#)

What should I wear?

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

Additional Information:

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