

## ABOUT THIS WORKSHOP

This is a comprehensive program designed for the practitioner. It will provide export licensing and compliance personnel with the tools they need to guide and assist their company with licensing and compliance best practices when exporting goods and technology subject to the ITAR.

You will learn ways to prepare your license applications and agreements more effectively and help avoid those nasty Return Without Actions!

Who should attend? Personnel involved with completing license applications or agreements, compliance managers, and empowered officials will all benefit from this workshop.

## ABOUT THE PRESENTERS

**Fae Daniels, President** - In addition to 20 years experience in all facets of export licensing, Fae has special expertise in compliance issues including training and audits. Prior to establishing FD Associates (formerly FD Logistics) in 1990, Fae served 20 years at the Australian Embassy where she managed the procurement of a variety of military systems and support spares.

**Jenny Hahn, Vice President** - Since joining FD Associates in 1992, Jenny has assisted exporters with a variety of licensing matters. Jenny has expertise and experience in export documentation, shipping, and U.S. Customs requirements including detentions and seizures.

# Registration

**Fee: \$795.00 FOR BOTH DAYS**

*( Fee includes course materials, pocket ITAR, breakfast, refreshments and lunch)*

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**Mail Registration Form and Check to:**

**FD Associates, Inc.**

**7926 Jones Branch Drive, Suite 260**

**McLean, VA 22102**

**Phone: 703-847-5801**

**Fax: 703-847-1523**

Registration can only be accepted on receipt of your payment. Please make checks payable to FD Associates, Inc. We apologize but no credit cards can be accepted. Registrations must be received by June 9, 2006 to ensure enrollment. Cancellations will not be refunded after June 12, 2006.

**For more information please contact FD Associates at 703-847-5801 or visit our website at [www.fdassociates.net](http://www.fdassociates.net)**

FD ASSOCIATES, INC.

ITAR  
LICENSING  
WORKSHOP

Advisors in Export Regulation and Licensing



June 15-16, 2006

Enroll now for a two-day workshop on the International Traffic in Arms Regulations (ITAR). Day One will focus on the overall scope of the ITAR including compliance requirements, license preparation and exports. Day Two will be an in-depth look at the requirements for licensing technical data and defense services including a step-by-step review of the State Department's agreement template.

***THIS IS AN INTERACTIVE WORKSHOP  
FOR EXPORT COMPLIANCE AND  
LICENSING PERSONNEL.***

*Location:*

**Hilton McLean Tysons Corner**

7920 Jones Branch Drive

McLean, VA 22102

703-847-5000

**For accommodations we recommend the Hilton or one of these other fine area hotels:**

Embassy Suites Tysons Corner 703-883-0707

Marriott Tysons Corner 703-734-3200

Courtyard by Marriott 703-790-0207

# THE WORKSHOP AGENDA

## DAY 1

### **ITAR HARDWARE LICENSING**

7:15-8:00 - Registration and Continental Breakfast

8:00-8:15 - Introductions

8:15-9:30 - US Export Laws - An Overview  
*Compliance Requirements*

9:30 -10:00 - Intro to the ITAR  
Scope and Authorities: Key ITAR Definitions

**10:00-10:15 - Break**

10:15-11:45 - Overview of ITAR Licensing  
ITAR Form Licenses; Defense Service Licensing

**11:45-1:00 - Adjourn to Lunch**

1:00-2:45 - ITAR Licensing  
Detailed discussion of ITAR Form Licensing and  
Preparation: *Practical Exercises*

**2:45-3:00 - Break**

3:00-3:30 - Exemptions  
Key ITAR Hardware Exemptions  
*Exemption Scenarios*

3:30-4:15 - Shipping, Record Keeping and  
*Reporting*

4:15-4:30 - Review and Wrap-up

**5:00-7:00 - Reception**

## DAY 2

### **TECHNICAL DATA & DEFENSE SERVICES**

8:00-8:30 - Continental Breakfast

8:30-9:00 - Discussion: Review Technical Data,  
Defense Service Fundamentals

9:00-10:00 - Tech Data & Defense Services Licensing  
*Marketing; Off-Shore Procurement; Foreign  
Persons, TAAs, MLAs*

**10:00 -10:15 - Break**

10:15-11:15 - Agreement Preparation:  
*Review State Department Template*

11:15-11:45 - Post Approval Activities  
*Reporting Requirements; Agreement Management*

**11:45-1:00 - Lunch**

1:00-1:30 - Discussion & Exercise:  
*Reporting Requirements*

1:30-2:30 - Tech Data & Defense Service Exemptions  
*Exemption Scenario*

2:30-3:00 - Your Responsibilities:  
*Controlling Technical Data & Record Keeping*

3:00-3:30 - Summary & Discussion

**3:30 - Adjourn**

## ABOUT FD ASSOCIATES

FD Associates specializes in providing guidance to small and medium size companies in export regulation, licensing and compliance.

We offer assistance with:

- Commodity jurisdiction requests and product classifications
- Registration with State and BATFE
- Preparation of license applications and technical assistance agreements
- Tracking and management of the license review process

We are also available to provide internal training on the requirements of the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR), as well as audits of company procedures to help ensure compliance with the regulations.

FD Associates' staff are highly knowledgeable in the requirements of both the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR). We have extensive experience in the licensing of a variety of equipment to a broad range of destinations under both the ITAR and the EAR.

***This is a workshop for those export compliance and licensing personnel with some experience in the practical application of the ITAR with a requirement to know more.***