

## WHO SHOULD ATTEND?

"Intro to the ITAR" is a top down look at the ITAR, including licensing and compliance requirements. This program is for newbie's, novices and old hands, in need of a refresher course or anyone who has experienced frustration with understanding the ITAR!

This seminar will provide attendees with practical insights into preparing licenses and agreements and the tools necessary to export against these authorizations in a compliant manner. We will also look at what is subject to the ITAR, including commodity jurisdiction determinations.

Don't miss out on this important training program: contact Tracy to sign up now.

## ABOUT THE PRESENTERS

**Fae Daniels, President** - Fae has over 30 years experience in U.S. export licensing and compliance matters including training and audits of company procedures. Prior to establishing FD Associates (formerly FD Logistics) in 1990, Fae served with the Australian Embassy, where she managed the procurement and export of a variety of military systems and support spares for both FMS and commercial sales.

**Jenny Hahn, Vice President** - Since joining FD Associates in 1992, Jenny has assisted exporters with a variety of licensing and compliance requirements. Jenny has expertise and experience in licensing, export documentation, shipping, and U.S. Customs requirements including detentions and seizures. She has assisted companies in establishing compliance programs including audits, and training, and procedures.

# Registration

**Fee: \$925.00 FOR BOTH DAYS**

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

Name \_\_\_\_\_

Title \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**Mail Registration Form and Check to:**

**FD Associates, Inc.**

**1950 Old Gallows , Suite 350**

**Vienna, VA 22182**

**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. Payment must be made in U.S. dollars. Please contact us for wire transfer details. We apologize but no credit cards can be accepted. **Registrations must be received by April 30, 2010 to ensure enrollment.** Cancellations cannot be refunded after May 7, 2010. A \$100 administrative fee will apply to all cancellations.

***For more information, please contact Tracy at 703-847-5801 or email us at [info@fdassociates.net](mailto:info@fdassociates.net)***



**FD ASSOCIATES, INC.**

***INTRO TO THE ITAR***

**Advisors in Export Compliance and Licensing**

**MAY 13 & 14, 2010**

Enroll now for this two-day workshop focusing on the practical aspects of the licensing and compliance requirements' of the International Traffic in Arms Regulations (ITAR).

Day One will focus on the basics of the ITAR, commodity jurisdiction, hardware licensing and exporting.

Day Two will be an in-depth look at technical data and defense services exports, with a detailed discussion on Technical Assistance Agreements.

### LOCATION

**Marriott Hotels & Resorts  
8028 Leesburg Pike  
Vienna, Virginia 22182**

**For accommodations, please contact:  
Marriott Hotels & Resorts, Tysons Corner:  
703-734-3200**

**A Limited Block of Rooms has Been Reserved at \$199 per Night until April 28, 2010**

### Other Nearby Hotels

Court Yard by Marriot, Tysons Corner: 703-790-0207

Crowne Plaza, Tysons Corner: 703-893-2100

Residence Inn, Tysons Corner: 703-917-0800

Westin, Tysons Corner: 703-893-1340

# DRAFT WORKSHOP AGENDA

**May 13, 2010**

## ***ITAR OVERVIEW AND HARDWARE EXPORTS***

***8:00 - 8:30 - Registration/Continental Breakfast***

***8:30 - 8:45 - Introductions***

***8:45 - 10:15 - Overview of US Export Controls***

- US Export Laws & Regulations; Licensing Agencies; Determining Jurisdiction

***10:15 - 10:30 - Break***

***10:30 - 11:45 - Intro to the ITAR***

- Overview of the ITAR; Key Definitions & Concepts

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

***1:00 - 2:15 - ITAR Hardware Licensing***

- ITAR Licenses; License Review & Processing
- Post license approval requirements

***2:15 - 2:45 - Case Study/Exercise***

- Which license to use and when?

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

***3:00 - 3:45 - ITAR Hardware Exemptions***

***3:45 - 4:30 - Shipping & Recordkeeping***

- Export Documentation: Invoices, AES records; Recordkeeping

***4:30 - Adjourn***

**May 14, 2010**

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

***8:00 - 8:30 - Continental Breakfast***

***8:30 - 9:00 - Review Yesterday's Program***

***9:00 - 10:15 - Overview: Defense Service & Tech Data Licensing***

- Discussion: What is Tech Data? What are Defense Services?
- Licensing Tech Data & Defense Services: DSP-5, TAA's, & MLA's: what they are and when to use them.
- Scenario and Discussion: DSP-5 or TAA?

***10:15 - 10:30 - Break***

***10:30 - 11:45 - Overview of TAA's/MLAs and Amendments***

- Required Elements: Transmittal Letters, Proposed Agreements, Certifications

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

***1:00 - 2:15 - ITAR Tech Data & Defense Service Exemptions***

***2:15 - 3:00 - Tech Data & Defense Services Record-keeping & Reporting & Compliance Requirements***

- DSP-5s, Exemptions, Agreement Management

***3:00 - 3:30 Open Discussion-Adjourn***

## ***ABOUT FD ASSOCIATES***

FD Associates was established in 1990 for the purpose of providing assistance and guidance to small and medium size companies in licensing and compliance with the International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR). We offer assistance with:

- Commodity Jurisdiction requests and export classifications
- State Department Registration
- Preparation of license applications and agreements
- Establishment of procedures
- Internal audits and reviews
- Voluntary Disclosures
- Training in the ITAR and EAR

FD Associates' staff are highly knowledgeable in the requirements of both the ITAR and the EAR. We have extensive hands-on experience in the licensing of a variety of equipment to a broad range of destinations under these regulations, and can offer practical guidance and advice.

We are available to provide company specific training on the requirements of the ITAR and the EAR. We conduct internal audits and can assist with procedures reviews to help companies ensure compliance with the regulations.

***Contact us at 703-847-5801  
or email [info@fdassociates.net](mailto:info@fdassociates.net) for  
more information.***

***This workshop will provide invaluable guidance to persons involved in international trade involving defense articles or defense services, particularly those persons charged with licensing and company compliance programs for compliance with the International Traffic in Arms Regulations.***