

## ABOUT THIS WORKSHOP

Attend this important two day ITAR licensing and compliance workshop and learn from seasoned professionals with hands-on experience in the licensing and compliance requirements of the ITAR.

Trade Compliance, Licensing, Business Development, Program Managers, Supply Chain and Contracts personnel will all benefit from this program which will take a comprehensive look at the ITAR's impact on your company's international business and program activities.

## ABOUT THE PRESENTERS

**Fae Daniels, President** - Fae has over 20 years experience in US 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.

**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, 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 October 16, 2008 to ensure enrollment.** Cancellations cannot be refunded after October 23, 2008. 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.**

**THE ITAR FROM  
A PROGRAM PERSPECTIVE**

*Advisors in Export Compliance and  
Licensing*

**NOVEMBER 6 & 7, 2008**

This program is designed to focus on the requirements of the ITAR from an international business and program perspective.

Day One will include a review of the fundamentals of the ITAR, and the Department of State licensing authorizations necessary to permit international marketing, technical proposals, offshore and domestic procurement activities. We will conclude with a discussion on the shipping, record keeping and reporting requirements for these ITAR authorizations.

Day Two, will include a review of program requirements for defense services and take a look at the updated Department of State agreement templates. Administrative responsibilities for managing agreements will be addressed. We will conclude Day Two with a review of compliance plans and auditing requirements and an interactive discussion on specific areas of interest and case studies.

*Location:*

**Crowne Plaza Executive Conference & Training Center**

8201 Greensboro Drive

McLean, Virginia 22102

**For accommodations, please contact:**

**Crowne Plaza, Tysons Corner: 703-893-2100**

**A Limited Block of Rooms has Been Reserved at \$233 per Night**

**Other Nearby Hotels**

Court Yard by Marriott: Tysons Corner: 703-790-0207

Embassy Suites, Tysons Corner: 703-883-0707

Hilton Mclean, Tysons Corner: 703-847-5000

Tysons Corner Marriott: 703-734-3200

# WORKSHOP AGENDA

**NOVEMBER 6, 2008**

**08:00 - 08:30 AM - CONTINENTAL BREAKFAST**

**08:30 - 10:00 - Executive Overview**

- Current US export compliance environment
- Overview of US export control laws
- Commodity Jurisdiction: ITAR versus EAR
- Intro to the ITAR

**10:15 - 12 Noon - ITAR Overview and Licensing**

- ITAR Key Concepts
- Types of License, Support Documentation
- License Review
- DTRADE licensing requirements
- ITAR Exemptions from licensing

**12 NOON - 1:00 - LUNCH**

**1:00 - 1:30 - ITAR QUIZ: Review Morning Presentation**

**1:30 - 2:15 - ITAR Sales and Marketing Activities**

- Discussion: What is Tech data
- Marketing licenses
  - DSP-73 Demo & Trade Show Licenses
  - DSP-5 Technical Data Licenses for Marketing Activities, Bid & Proposals
- Exemptions for Marketing Licenses

**2:30 - 3:15 ITAR Procurement Activities**

- Domestic & Foreign Procurements
- Canadian Exemption.

**3:15 - 3:45 - Shipping & Record Keeping Requirements**

- Export Documentation, Invoices, SEDS, AES Records
- Record retention

**3:45 - 4:00 - Wrap-up and Adjourn**

**NOVEMBER 7, 2008**

**08:00 - 08:30 AM - CONTINENTAL BREAKFAST**

**08:30 - 9:00 - DISCUSSION**

- Review Yesterday's Program

**9:00 - 10:00 - ITAR PROGRAM LICENSING-  
EXERCISE & DISCUSSION**

**10:15 - 12:00 PM - ITAR AGREEMENTS -  
DAs, TAAs, MLAs**

- Detailed look at the State Department Templates
- Required elements of information

**12:00 - 1:00 - LUNCH**

**1:00 - 1:30 - ITAR AGREEMENTS**

- Reporting Requirements
- Required Records
- Amending Agreements

**1:30 - 2:30 - EXPORT COMPLIANCE PROGRAMS**

- Audits
- Training Programs
- Violations and Voluntary Disclosures

**2:30 - 3:30 - OPEN DISCUSSION & CASE STUDIES**

**3:30 - ADJOURN**

## ABOUT FD ASSOCIATES

FD Associates specializes in providing 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 product classifications
- State Department Registration
- Preparation of license applications and technical assistance agreements
- Tracking and management of the license review process
- Training
- Assistance with Procedures
- Audits
- Voluntary Disclosures

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

We are available to provide company specific training on the requirements of the ITAR and the EAR. We can assist with audits and procedures 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 all 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.***