

WHO SHOULD ATTEND?

Senior staff, Empowered Officials, licensing and compliance personnel will gain valuable insights into establishing and managing the company's compliance plans and requirements, by attending this two-day course focusing on the requirements of the ITAR from a compliance perspective. The program will be particularly valuable to individuals from small companies new to the ITAR, needing to understand the fundamentals of the ITAR from a compliance perspective.

Learn from seasoned professionals with *nearly 40 year's collective experience* in ITAR licensing and compliance requirements including training programs and audits.

ABOUT THE PRESENTERS

Fae Daniels, President - Fae has over 20 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

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, 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 9, 2009 to ensure enrollment.** Cancellations cannot be refunded after October 16, 2009. 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



FD ASSOCIATES, INC.

***ITAR for Empowered Officials
and Compliance Personnel***

**Advisors in Export Compliance and
Licensing**

OCTOBER 22 & 23, 2009

Enroll now for this two-day workshop focusing on requirements of the International Traffic in Arms Regulations (ITAR) for Empowered Officials and those personnel responsible for establishing and administering company export compliance plans and procedures.

Day One will be a top-down look at the ITAR from a compliance perspective, including what is subject to the ITAR, and compliance requirements for exporting defense articles, technical data and defense services.

Day Two will take an in-depth look at the role and responsibilities of Empowered Officials/compliance persons, as well as company obligations, including eligibility, brokering, record keeping and reporting. We will finish the day with a review of audit plans, training programs and voluntary disclosures.

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 \$159 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
Hilton Garden Inn: 703-760-9777

DRAFT WORKSHOP AGENDA

October 22, 2009

ITAR OVERVIEW & COMPLIANCE REQUIREMENTS

07:15 - 08:00 - REGISTRATION/CONTINENTAL BREAKFAST

08:00 - 08:15 - INTRODUCTIONS

08:15 - 08:45 - GENERAL COMPLIANCE OVERVIEW

08:45 - 09:15 - JURISDICTIONAL DETERMINATIONS

- What is subject to the ITAR and why?

09:15 - 10:00 - ITAR OVERVIEW & KEY CONCEPTS

- Types of Licenses and Agreements
- Definitions: Defense Articles & Services, Technical Data, Foreign Persons, Export and Brokering

10:00 - 10:15 - BREAK

10:15 - 10:45 - COMPLIANCE REQUIREMENTS

- Registration

10:45 - 11:45 - COMPLIANCE REQUIREMENTS

- Hardware Exports

11:45 - 1:00 - LUNCH

1:00 - 1:30 - CASE STUDY/DISCUSSION

1:30 - 2:15 - COMPLIANCE REQUIREMENTS

- Technical Data Exports

2:15 - 3:00 - COMPLIANCE REQUIREMENTS

- Defense Services Exports

3:00 - 3:15 - BREAK

3:15 - 4:00 - COMPLIANCE REQUIREMENTS

- Foreign Persons (Employees and Visitors)
- Technology Control Plans

4:00 - ??? DISCUSSION AND ADJOURN

October 23, 2009

EMPOWERED OFFICIALS & COMPLIANCE PERSONS RESPONSIBILITIES, TRAINING PLANS, AUDITS, & VOLUNTARY DISCLOSURES

07:15 - 08:00 - CONTINENTAL BREAKFAST

08:00 - 08:30 - GENERAL DISCUSSION-REVIEW YESTERDAY'S PROGRAM

08:30 - 10:00 - ELIGIBILITY AND RESPONSIBILITIES

- Empowered Officials/Compliance Officer Roles
- Part 126.13 Certifications-Roles of Parties and Eligibility
- Part 130 Certifications and Brokering requirements
- End-Use/End-User Restrictions

10:00 - 10:15 - BREAK

10:15 - 12:00 NOON - COMPLIANCE REQUIREMENTS

- Training Programs
- Audits
- Voluntary Disclosure

12:00 NOON - 1:00 - LUNCH

1:00 - 2:30 -OPEN DISCUSSION

2:30 - PROGRAM 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 product classifications
- State Department Registration
- Preparation of license applications and Technical Assistance Agreements
- Training
- Establishment of procedures
- Internal audits and reviews
- Voluntary Disclosures

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 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 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.