

One of the most frequent causes of ITAR violations is not properly identifying and controlling your product. Don't get caught by unintentional exports resulting from misinterpretations. Violations can cost your business time and money that you don't have. Avoid costly mistakes.

Join us for a two-day, hands-on, interactive workshop on the ITAR, with a special emphasis of managing exports of technical data and defense services. Day One will focus on license preparation and Day Two on agreements preparation. Spend time learning from experts with years of experience in all facets of export control and compliance. You will gain a comprehensive understanding of the ITAR, as well as numerous best practices for proactive licensing to support your

**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, particularly encryption licensing. Jenny has expertise and experience in export documentation, shipping, and U.S. Customs requirements including detentions and seizures.

# Registration

**April 22-23, 2002**

- \$625.00 Both Days  
 \$450.00 Day One Only  
(check one box only)  
Special Rate For Government

Name \_\_\_\_\_

Title \_\_\_\_\_

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

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

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

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**Mail Registration Form and Check to:  
FD Associates, Inc.  
2104-B Gallows Road  
Vienna, VA 22182**

Please make checks payable to FD Associates Inc. We apologize but no credit cards can be accepted.

Registrations must be received by April 12, 2002 to ensure enrollment. Cancellations will not be refunded after April 15, 2002. **For more information please contact Taoli at [taoli@fdassociates.net](mailto:taoli@fdassociates.net) or at (703) 556-8873 or (703) 556-8890.**

FD ASSOCIATES, INC.

## **Introduction to the**

**Advisors in Export Regulation and Licensing**



## **Export Regulation and Licensing Workshop April 22-23, 2002**

Enroll now for a two-day workshop focusing on the International Traffic and Arms Regulations (ITAR). Day One will focus on the Basics of the ITAR and license preparation. Day Two will be an in-depth tutorial in Agreement preparation. **These are intimate workshops held at our facility in Vienna, Virginia. Space is very limited.**

For nearby accommodations in the Tysons Corner area we recommend:  
Embassy Suites: (703) 883-0707  
Double Tree: (703) 893-1340  
Hilton: (703) 847-5000  
Marriott: (703) 734-3200  
Homestead Studios: (703) 356-6300

# THE WORKSHOP AGENDA

8:00 - 8:30 Registration / Continental Breakfast

8:30 - 8:45 Welcome

8:45 - 10:15 Introduction to ITAR  
*AECA, ITAR, EAR, Commodity Jurisdiction,  
ITAR Overview, Definitions*

10:15 - 10:30 Break

10:30 - 12:30 DSP-5 License Preparation  
*Hardware & Technical Data Licenses -*

12:30 - 1:30 Lunch

1:30 - 2:30 DSP-61/73 License Preparation  
*Temporary Import/Export Licenses -*

2:30 - 3:00 ITAR Quiz

3:00 - 3:15 Break

3:15 - 4:00 Amendments/License Review

4:00 - 5:00 Shipping and Record Keeping  
*DSP-5s, DSP-61s, DSP-73s*

5:00 - 7:00 Reception

08:00 - 8:30 Continental Breakfast

8:30 - 9:30 Exemptions

*Technical Data, Hardware, Canada, Repairs*

9:30 - 10:15 Agreements Overview

10:15 - 10:30 Break

10:30 - 12:00 Agreement Preparation  
*Step-by-step guidance for TAA preparation.*

12:00 - 1:00 Lunch

1:00 - 1:30 Scenario

1:30 - 2:00 Amending Agreements  
*When and how to amend: self-audits.*

2:00 - 2:30 Follow on licenses/ Exemptions  
*DSP-5s, DSP-73s and technical data exports.*

2:30 - 3:30 Compliance Requirements  
*Agreement Management, Procedure  
Manuals, Audits*

3:30 Wrap up/ Questions

Workshop will include all course materials and a pocket ITAR, as well as your handy TAA reference Module.

Feedback from previous workshop

*"As an empowered official, I'm very happy to know I have been trained by [FD Associates] to give me the tools I need to in turn train my peers and work in the best interest of [our company]."*

## 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 ATF*
- *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.*