

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 hardware exports and licensing. Day Two will address technical data and defense services with a detailed look at Technical Assistance Agreements. 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 global business.

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

June 15-16, 2004

— \$795.00 Both Days

Special Rate For Government
Name _____
Title _____
Company Name _____
Street Address _____

City, State, Zip _____
Email _____
Phone _____
Fax _____

Mail Registration Form and Check to:
Leslie Taylor
FD Associates
12226 Quorn Lane
Reston, VA 20191

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

Registrations must be received by June 4, 2004 to ensure enrollment. Cancellations will not be refunded after June 8, 2004. **For more information please contact Leslie Taylor at ltaylor@alra.us or at (703) 887-7903.**

FD ASSOCIATES, INC.

Introduction to the ITAR

Advisors in Export Regulation and Licensing



Export Regulation and Licensing Workshop June 15-16, 2004

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, hardware licensing and exports. Day Two will be an in-depth look at technical data exports and "defense services" with a detailed discussion on Technical Assistance Agreements. **This is an interactive workshop for export compliance and licensing personnel.**

Location: Sheraton Reston

11810 Sunrise Valley Drive
Reston, VA US 20191
703-620-9000

For nearby accommodations other than the Sheraton Reston we recommend:
Homestead Reston - 703-707-9700
Hyatt Regency Reston - 703-709-1234
Comfort Inn Dulles International Airport 703-437-7555
Courtyard by Marriott Herndon/Reston 703-478-9400
SpringHill Suites by Marriott Herndon/Reston 703-435-3100

Note: Shuttle available from Dulles Airport to all hotels

THE WORKSHOP AGENDA

DAY 1

OVERVIEW OF HARDWARE LICENSING

- 8:00 - 8:30 Registration / Continental Breakfast
- 8:30 - 8:45 Introduction
- 8:45 - 10:15 Executive Overview
US Laws & Regulations, Licensing Agencies, Determining Jurisdiction, Intro to the ITAR - Key Definitions
- 10:15 - 10:30 Break
- 10:30 - 12:00 Executive Overview Continued
ITAR Licenses, License Review & Processing, Shipping & Recordkeeping, Training Requirements, Audits
- 12:00 - 1:00 Lunch
- 1:00 - 2:45 ITAR Hardware Licensing
Case Study/Exercise: Which license to use and When?
- 2:45 - 3:00 Break
- 3:00 - 3:45 Hardware Exemptions
- 3:45 - 4:30 Shipping & Recordkeeping
Export Documentation: Invoices, AES, AWB's Recordkeeping
- 4:30 - 5:00 Compliance Requirements
- 5:00 Adjourn

DAY 2

TECHNICAL DATA & DEFENSE SERVICES

- 8:00 - 8:30 ITAR Quiz and Discussion
- 8:30 - 9:00 Tech Data & Defense Services
- 9:00 - 10:15 Tech Data & Defense Service Licensing
DSP-5, Offshore Procurement, TAA's, MLA's
- 10:15 - 10:30 Break
- 10:30 - 11:00 Scenario & Discussion
TAA or DSP-5?
- 11:00-12:00 TAA's and Amendments
Required Elements: Transmittal Letters, Proposed Agreements, Certifications
- 12:00 - 1:00 Lunch
- 1:00 - 2:15 Tech Data & Defense Service Exemptions
- 2:15 - 3:00 Tech Data & Defense Services Recordkeeping & Reporting
DSP-5, Exemptions, Agreement Management
- 3:00 Adjourn

Workshop will include all course materials and a pocket ITAR.

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.

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]."