

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

Join us for a one-day, comprehensive overview of licensing and compliance requirements for the provision of defense services. 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 requirements for preparing and submitting agreements, as well as practical advice for managing your agreements in compliance with the ITAR.

ABOUT OUR PRESENTERS

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 was employed for nearly 20 years at the Australian Embassy where she managed the procurement and export of a variety of military systems and support spares.

Jenny Hahn, Vice President - Since joining FD Associates in 1992, Jenny has assisted and advised exporters with a variety of licensing and compliance requirements. Jenny has expertise and experience in encryption licensing as well as export documentation, shipping and U.S. Customs requirements including detentions and seizures.

Lisa Caplinger, Vice President Compliance - Lisa joined FD Associates in 2004 with 19 years of experience in export licensing and compliance. She has worked for the corporate licensing offices of companies such as BEI Defense Systems, Litton Industries, Raytheon Company and Honeywell. Lisa specializes in designing customized training programs and conducting export compliance audits.

Registration

ITAR Agreements Workshop

June 14, 2005

— \$455.00 Registration Fee (includes materials, breakfast, morning break, and lunch)

Name _____

Title _____

Company Name _____

Street Address _____

City, State, Zip _____

Email _____

Phone _____

Fax _____

Mail Registration Form and Check to:

**FD Associates
7926 Jones Branch Drive, Suite 260
McLean, VA 22102
703-847-5801**

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

Registrations must be received by June 1, 2005 to ensure enrollment. Cancellations cannot be refunded after June 7, 2005. **For more information please contact FD Associates at 703-847-5801 or visit our website at www.fdassociates.net.**

FD ASSOCIATES, INC.

Defense Services And The ITAR

Advisors in Export Regulation and Licensing



ITAR Agreements Workshop June 14, 2005

Enroll now for a one-day workshop focusing on the provision of defense services under the authority of the International Traffic in Arms Regulations (ITAR). Learn to identify when an agreement is required.

Workshop discussions will cover:

- Overview of ITAR agreements: what they are and when they are required;
- Agreement preparation and processing;
- Exporting hardware in support of agreements;
- Agreement management;
- Record keeping and reporting requirements.

This is an interactive workshop for export compliance and licensing personnel.

LOCATION:

HILTON MCLEAN TYSONS CORNER

7920 Jones Branch Road, McLean, VA 22102
703-847-5000

For accommodations we recommend:
Hilton McLean - Special Rate \$189.

Mention the "Export Regulations and Licensing Workshop" and book by May 23, 2005 to receive the special rate.

THE WORKSHOP AGENDA

(Agenda Subject to Change)

June 14, 2005	Defense Services Workshop
7:15 - 8:00 am	Registration and Continental Breakfast
8:00 - 8:45	Key Concepts
8:45—9:00	Discussion: TAA or DSP-5?
9:00 - 9:45	Technical Data and Defense Service Exemptions
9:45—10:00	Break
10:00—12:00 pm	Overview of ITAR Agreements Technical Assistance Agreements (TAA) Manufacturing License Agreements (MLA) Distribution and Warehouse Agreements (DA) Step-by-step guidance for TAA preparation Required Elements: Transmittal Letters, Proposed Agreements, Statements of Work, Certifications Agreement Review and Processing
12:00—12:45	Lunch
12:45—1:30	Discussion and Agreement Exercise
1:30—2:00	Amendments and Follow-On Licenses
2:00—2:30	Recordkeeping and Reporting
2:30 - 3:30	Discussion, Quiz and Wrap Up

Workshop will include all course materials and a pocket ITAR.

ABOUT FD ASSOCIATES

FD Associates specializes in providing guidance to small and medium sized 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
- Broad based and function/program specific export training programs
- Export compliance reviews/audits

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 specialists in the requirements and implementation 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.