

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 one-day, comprehensive overview of export compliance requirements with a special focus on hardware shipments and an introduction to the new State Department program for electronic licensing—D-TRADE. 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 practical advice for proactive licensing to support your global business.

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 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.

Lisa Caplinger, Vice President Compliance - Lisa joined FD Associates in 2004 with 18 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 developing creative licensing solutions for today's business environment, designing customized training programs and conducting export compliance audits.

Registration

November 16, 2004

— \$395.00 Registration Fee (includes materials, breakfast, breaks, 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 November 2, 2004 to ensure enrollment. Cancellations will not be refunded after November 9, 2004. **For more information please contact FD Associates at 703-847-5801.**

FD ASSOCIATES, INC.

Introduction to the ITAR

Advisors in Export Regulation and Licensing



Export Regulation and Licensing Workshop November 16, 2004

Enroll now for a one-day workshop focusing on compliance with the International Traffic in Arms Regulations (ITAR). The program will focus on the basics of hardware exports and compliance. The presentation will include an introduction to D-Trade, the State Department's new electronic licensing program. **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 (rates available November 14-17) - Be sure to mention the "**Export Regulations and Licensing Workshop**" to receive the special rate.

THE WORKSHOP AGENDA

(Agenda Subject to Change)

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]."

November 16, 2004

- 7:30 - 8:30 am *Registration and Continental Breakfast*
- 8:30 - 8:45 *Introduction*
- 8:45 - 10:15 *Compliance Requirements*
- U.S. Laws & Regulations
 - Training Requirements, Audits
 - U.S. Licensing Agencies
 - Determining Product Jurisdiction
 - Introduction to the International Traffic in Arms Regulations
 - Key Definitions and Concepts
- 10:15 - 10:30 *Break*
- 10:30 - 12:15 pm *ITAR Licenses, License Review, Processing, Amendments*
Introduction to D-Trade—Electronic Licensing
- 12:15 - 1:15 *Lunch and D-Trade Discussion*
- 1:15 - 2:45 *ITAR Hardware Licensing*
Case Study
- 2:45 - 3:00 *Break*
- 3:00 - 4:00 *Hardware Exemptions*
Key Hardware Exemptions and How to Use Them
Case Study
- 4:00 - 4:30 *Shipping & Record Keeping Requirements*
Export Documentation—Invoices, AES Records, AWBs
Record Keeping—Exports Under Licenses and Exemptions
- 4:30 - 5:00 *Discussion 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*

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.