

ESTABLISHING AN EXPORT COMPLIANCE PROGRAM

October 17-18, 2017

Charleston Marriott
170 Lockwood Boulevard
Charleston, SC 29403



Tuesday, October 17, 2017	
7:45 am	<i>Breakfast</i>
8:30 am	Seminar Welcome and Introductions Suzanne Palmer, President, Export Compliance Solutions (Tab 1)
8:45 am	Presentation: "Export Control Reform (ECR): Looking to Important Changes Ahead" (Tab 2) Suzanne Palmer
PART I – ESTABLISHING AN EXPORT COMPLIANCE PROGRAM	
9:15 am	Presentation: "Classification Overview: Elements to Consider" Order of Review, Specially Designed, Catch & Release (Tab 3) Lisa Bencivenga
10:15 am	<i>Coffee Break</i>
10:30	Presentation: "How To Classify" Live ITAR/USML Classification & EAR/CCL Classification (Tab 4) Suzanne Palmer
11:15 am	Exercise 1 – "Winning the Contract-Next Actions That Must be Taken" Defining Order of Review, steps etc. (Tab 5)
12:00	<i>Lunch</i>
1:00 pm	Presentation: "Conducting a Technical Data and/or Hardware Shipment" Shipping requirements and how to file under EEI. (Tab 6) Lisa Bencivenga
1:45 pm	Presentation: "Handling Deemed Exports & Foreign National Employees" How to license under Commerce/BIS (Tab 7) Suzanne Palmer
2:15 pm	Break
2:30 pm	Presentation: "Comparison of ITAR Exemptions & EAR Exceptions" (Tab 8) Suzanne Palmer
3:15 pm	Exercise 2 - "Let's Determine Our Licensing Needs" (Tab 9)
4:00 pm	<i>Seminar Day One Wrap-Up</i>



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Export Compliance Solutions
www.exportcompliancesolutions.com

Wednesday, October 18, 2017	
7:45 am	<i>Breakfast</i>
8:30 am	Presentation: "Important Elements of an Audit" (Tab 10) Lisa Bencivenga
9:15 am	Presentation: "Are You Secure: Compliance Risks in the Cloud" (Tab 11) Suzanne Palmer
10:00 am	Break
10:15 am	Presentation: "Voluntary Self Disclosures Under the ITAR & EAR and Corrective Actions" (Tab 12) Lisa Bencivenga
10:45 am	Exercise 3: "Examining an EAR Violation & Determining Corrective Actions" (Tab 13)
11:30 am	Lunch
PART 2 – DRAFTING AN AGREEMENT	
12:30 pm	Presentation: "Agreements Workshop" Required elements of an agreement to include value, sublicensing and more. (Tab 14) Lisa Bencivenga
1:15 pm	Presentation: "Agreements Workshop" Managing your agreement and applying for amendments. (Tab 15) Lisa Bencivenga
2:30 pm	Exercise 4: "Drafting Your TAA" (Tab 16)
3:00 pm	Presentation: "Training & Record Keeping" (Tab 17) Suzanne Palmer
3:30 pm	Seminar Wrap Up/Evaluations (Tab 18) Presentation of Training Certificates

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