

ITAR/EAR BASICS & BEYOND
LA POSADA DE SANTA FE
230 East Palace Avenue
Sante Fe, NM 87501

Tuesday, April 29, 2024	
COMPLIANCE BUILDING BLOCKS	
7:30 am EST	Breakfast
8:30 am	Seminar Welcome and Introductions, Suzanne Palmer, President, Export Compliance Solutions (Tab 1)
8:45 am	Presentation: “AUKUS Update—Proposed Changes to Export Laws under the New Administration” State/DDTC Update & Commerce/BIS Update. Suzanne Palmer (Tab 2)
9:30 am	Break
9:45 am	Presentation: “Are you Prepared for an ITAR/EAR Audit?” Comprehensive review of the audit areas to examine, documents to review and the importance of auditing your freight forwarders. Lisa Bencivenga (Tab 3)
10:30 am	Presentation: “The Importance of a Voluntary Disclosure” The necessary elements to help ensure your case gets closed. (Tab 4)
11:15 am	Exercise 1: “Drafting an Audit Report” (Tab 5)
12:00 pm	Lunch
1:00 pm	Presentation: “Key to My Successful Audit--Transactional Testing & Due Diligence” Lisa Bencivenga--with the permission of Debi Davis (Tab 7)
1:45 pm	Presentation: “What Do I Need to Include in My Export Compliance Policy & Procedure Manual?” Lisa Bencivenga (Tab 8)
2:30 pm	Break
2:45 pm	Presentation: “Unlocking the Keys to an Effective In-House ITAR/EAR Training Program” Suzanne Palmer (Tab 9)
3:30-4:00 pm	Seminar Day One Wrap-Up

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Wednesday, April 30, 2024	
COMPLIANCE OFFICIALS AND THE EAR	
7:30 am	Breakfast
8:30 am	Presentation: “The 7 Effective Habits of an ITAR/EAR Compliance Official” Suzanne Palmer (Tab 10)
9:15 am	Presentation: “Don’t Overlook the EAR” Important sections of the EAR that can’t be missed. Lisa Bencivenga (Tab 11)
10:00 am	Break
10:15 am	Presentation: “Are You Using the EAR Exceptions Effectively?” – The five most important exceptions you should be using. Lisa Bencivenga (Tab 12)
11:15 am	Exercise 2: “Testing Your EAR Prowess” (Tab 13)
12:00 pm	Lunch
1:00 pm	Presentation: “The Most Important ITAR Exemptions to Use” From repairs to the Canadian exemption (Tab 14)
1:30 pm	Presentation: “Due Diligence: The Importance of Checking Intermediaries and End Users” Lisa Bencivenga (Tab 15)
2:00 pm	Break
2:15 pm	Exercise 3: “End User Exercise” (Tab 16)
2:45 pm	Presentation: “What Happens When State or Commerce Visits Your Facility” An examination of Commerce/BIS and State/DTCC internal compliance efforts. Suzanne Palmer (Tab 17)
3:30 pm	Adjourn Seminar & Webinar Evaluation (Tab 18)