

## ITAR & EAR BOOT CAMP

### Renaissance Orlando Sea World

### Orlando, FL February 3-4, 2025

**Monday, February 3, 2025**

**Part I – ITAR: LICENSING UNDER THE ITAR**

<b>7:45 am</b>	Breakfast
<b>8:30 am</b>	<b>Seminar Welcome and Introductions</b> Suzanne Palmer, President, Export Compliance Solutions (Tab 1)
<b>8:45 am</b>	<b>“Test Your Knowledge”</b> <i>An export compliance quiz on major issues.</i> (Tab 2)
<b>8:50 am</b>	Presentation: <b>“Understanding State/DDTC and the ITAR”</b> <i>A look at the State Department’s Directorate of Defense Trade Controls (DDTC)</i> Suzanne Palmer, President/CEO ECS (Tab 3)
<b>9:30 am</b>	Break
<b>9:45 am</b>	Presentation: <b>“The Order of Review, Specially Designed &amp; the Commodity Jurisdiction Process”</b> Lisa Bencivenga (Tab 4)
<b>10:30 am</b>	Exercise 1: <b>“Classifying Your Product”</b> (Tab 5)
<b>11:00 am</b>	Presentation: <b>“How to Complete an Electronic DSP-5 License”</b> <i>Knowing the types of licenses &amp; completing all blocks on a license.</i> Lisa Bencivenga (Tab 6)
<b>11:30 am</b>	Presentation: <b>“Understanding Technical Data &amp; the Public Domain”</b> <i>Understanding the intricacies of technical data.</i> Suzanne Palmer (Tab 7)
<b>12:00 pm</b>	<b>LUNCH</b>
<b>1:00 pm</b>	Exercise 2: - <b>“Defining Technical Data”</b> <i>Case study and group presentations</i> (Tab 8)
<b>1:30 pm</b>	Presentation: <b>“Licensing Requirements for Foreign Person Employees (FPE)”</b> <i>What you need to know to apply for a DSP-5 Foreign Employee license.</i> Lisa Bencivenga (Tab 9)
<b>2:00 pm</b>	Break
<b>2:15 pm</b>	Presentation: <b>“ITAR Exemptions”</b> <i>Utilizing the most common ITAR exemptions to include retransfers.</i> Suzanne Palmer (Tab 10)
<b>2:45 pm</b>	Presentation: <b>“Violations &amp; Lessons Learned from Consent Agreements”</b> Recent ITAR violators & how to avoid trouble. Lisa Bencivenga (Tab 11)
<b>3:30=3:45 pm</b>	<b>Adjourn Day One</b>

## ITAR & EAR BOOT CAMP

### Renaissance Orlando Sea World

### Orlando, FL February 3-4, 2025

**Tuesday, February 5, 2025**

**PART II – EAR: LICENSING UNDER THE EAR**

<b>7:45 am</b>	Breakfast
<b>8:30 am</b>	Presentation: <b>“Understanding Commerce/BIS and the Regulations”</b> <i>A look at the Commerce Department, Bureau of Industry &amp; Security &amp; the CCL.</i> Suzanne Palmer <b>(Tab 12)</b>
<b>9:15 am</b>	Presentation: <b>“The Ten General Prohibitions &amp; Red Flags”</b> A review of Part 736 of the EAR. <b>(Tab 13)</b>
<b>9:45 am</b>	Break
<b>10:00 am</b>	Presentation: <b>“Classification &amp; Reading the Export Control Classification Number (ECCN),”</b> An examination of EAR Part 738 & 774. Suzanne Palmer <b>(Tab 14)</b>
<b>10:45 am</b>	Exercise 3: <b>“Finding a Product on the CCL”</b> <b>(Tab 15)</b>
<b>11:15 am</b>	Presentation: <b>“BIS Registration, Applying for a License, Preparing a Letter of Explanation (LOE) and U.S. Government Staffing Points”</b> Suzanne Palmer <b>(Tab 16)</b>
<b>12:00 pm</b>	<b>Lunch</b>
<b>1:00 pm</b>	Presentation: <b>“License Exceptions &amp; the Strategic Trade Authorization”</b> A review of Part 740 of the EAR. . Lisa Bencivenga <b>(Tab 17)</b>
<b>1:45 pm</b>	Exercise 4: <b>“Utilizing the Exceptions”</b>
<b>2:15 pm</b>	Break
<b>2:30 pm</b>	Presentation: <b>“EAR &amp; ITAR Recordkeeping &amp; Compliance”</b> <i>Important documents to safeguard.</i> Suzanne Palmer <b>(Tab 19)</b>
<b>3:00 pm</b>	Presentation: <b>“Due Diligence: Preventing Violations”</b> <i>Increase your awareness of key compliance violations.</i> Lisa Bencivenga <b>(Tab 20)</b>
<b>3:45 pm</b>	<b>Answers to Quiz/Seminar Wrap Up/Evaluations</b> <b>(Tab 21)</b>
<b>4:00 pm</b>	<b>Conclusion of Seminar</b>

**Export Compliance Solutions & Consulting**

[www.exportcompliancesolutions.com](http://www.exportcompliancesolutions.com)

(866) 238-4018 toll-free / (410) 757-1919 Office / (410) 757-1069 fax