

“BACK TO THE BASICS: WITH THE ITAR AND THE EAR”

Wednesday, October 15, 2025	
10:00 am EST	Webinar Welcome and Participant Introductions Suzanne Palmer, President, Export Compliance Solutions (Tab 1)
10:15 - 10:30 am	Quiz –Export compliance quiz covering the salient topics (Tab 2)
10:30 - 11:15 am	Presentation: “Overview of the ITAR & EAR” <i>A look at the State Department’s Directorate of Defense Trade Controls (DDTC) & Commerce’s Bureau of Industry & Security (BIS).</i> Suzanne Palmer, President/CEO, ECS, (Tab 3)
11:15– 12:00 pm	Presentation: “Classification: The Order of Review, Specially Designed & the Commodity Jurisdiction Process” <i>Learn how to classify your products effectively.</i> Lisa Bencivenga (Tab 4)
12:00 – 12:30 pm	Lunch Break
12:30 - 1:15 pm	Presentation: “How to Determine If You Need an Export Authorization” <i>Follow these steps to interpret the ITAR & EAR.</i> Lisa Bencivenga (Tab 5)
1:15 - 1:45 pm	Exercise: “My License Application” (Tab 6)
1:45 – 2:15 pm	Presentation: “Understanding Technical Data/Technology & the Public Domain/Published” <i>Navigating through the intricacies of technical data.</i> Suzanne Palmer (Tab 7)
2:15 – 3:00 pm	Presentation: “Exemptions & Exceptions” <i>Shortcut: Learning the various exemptions and exceptions to avoid licensing.</i> Lisa Bencivenga (Tab 8)
3:45 - 4:00 pm	Adjourn Day One
Thursday, October 16, 2025	
10:00 – 11:00 am	Presentation: “DECCS & SNAPR Export Authorizations” <i>How to complete licenses in DECCS under the ITAR, when to use a TAA and completing the Commerce 748P in SNAPR”.</i> Lisa Bencivenga (Tab 9)
11:00 - 11:45 pm	Presentation: “Compliance: Marking & Controlling Data, Recordkeeping” <i>Beginning your compliance program.</i> Suzanne Palmer (Tab 10)
11:45 – 12:30 pm	Presentation: “Conducting Your Shipment” <i>Using ACE & AES & how to deal with a freight forwarder.</i> Lisa Bencivenga (Tab 11)
12:30 – 1:00 pm	Lunch Break
1:00 – 1:45 pm	Exercise: “Licensing Approval & Compliance” (Tab 12)
1:45 – 2:30 pm	Presentation: “What to Do When You Find a Violation” <i>How to disclose to State, Defense Trade Controls Compliance (DTCC) and Commerce, Office of Export Enforcement (OEE).</i> Suzanne Palmer (Tab 13)
2:30 – 3:15 pm	Presentation: “Notable Violations” <i>Surprising moves by Commerce, Office of Export Enforcement (OEE) and State/DDTC ”</i> Suzanne Palmer (Tab 14)
3:15 – 3:30 pm	Answers to Quiz
3:30 pm	Seminar Wrap & Adjournment