

ITAR/EAR BASICS & BEYOND

Sheraton Grand Nashville, TN

April 7-8, 2027

Wednesday, April 7, 2027	
COMPLIANCE BUILDING BLOCKS	
7:30 am	Breakfast
8:30 am	Seminar Welcome and Introductions, Suzanne Palmer, President, Export Compliance Solutions (Tab 1)
8:45 am	Presentation: "State/DDTC Update & Commerce/BIS Update – How to Deal with the Changing Landscape" Suzanne Palmer (Tab 2)
9:30 am	Break
9:45 am	Presentation: "Key to My Successful Audit--Transactional Testing & Due Diligence" Lisa Bencivenga--with the permission of Debi Davis (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: "Agreement Types; Application Contents & Guidelines, Sample Agreement Structures" Lisa Bencivenga (Tab 6)
2:00 pm	Break/Exercise
2:15 pm	Exercise—"Structuring an Agreement" (Tab 7)
3:00 pm	Presentation: "Unlocking the Keys to an Effective In-House ITAR/EAR Training Program" Suzanne Palmer (Tab 8)
3:30-4:00 pm	Seminar Day One Wrap-Up

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Thursday, April 8, 2027	
COMPLIANCE OFFICIALS AND THE EAR	
7:30 am	Breakfast
8:30 am	Presentation: “What Do I Need to Include in My Export Compliance Policy & Procedure Manual?” Lisa Bencivenga (Tab 9)
9:15 am	Presentation: “Don’t Overlook the EAR” Important sections of the EAR that can’t be missed. Lisa Bencivenga (Tab 10)
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 11)
11:00 am	Exercise 2: “Testing Your EAR Prowess” (Tab 12)
12:00 pm	Lunch
1:00 pm	Presentation: “The Most Important ITAR Exemptions to Use” From repairs to the Canadian exemption. Suzanne Palmer (Tab 13)
1:30 pm	Presentation: “Due Diligence: The Importance of Checking Intermediaries and End Users” Lisa Bencivenga (Tab 14)
2:00 pm	Break
2:15 pm	Exercise 3: “End User Exercise” (Tab 15)
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 16)
3:30 pm	Adjourn Seminar & Webinar Evaluation (Tab 17)

Export Compliance Solutions & Consulting

www.exportcompliancesolutions.com (866) 238-4018 toll-free / (410)757-1919 phone
/ (410) 757-1069 fax