



## Complying With U.S. Export Controls

*Conducted by the U.S. Department of Commerce, Bureau of Industry and Security  
Sponsored by the North Georgia District Export Council  
In partnership with the U.S. Export Assistance Center*

This program is for all levels of expertise on export control issues and will answer questions such as: why BIS controls exports, types of controls, how to determine the classification of your product, whether a license is required or a license exception may be used, the licensing process and what to expect, when do re-export requirements apply, when is support documentation necessary, what are the export clearance and SED requirements, how to ensure compliance and how export controls are enforced.

**Dates:** Nov. 17<sup>th</sup> & 18<sup>th</sup>, 2004

**Time:** 7:45a.m. Registration  
8:30a.m.-4:30p.m. Program

**Location:** Georgia Tech Hotel & Conference Center  
800 Spring Street NW  
Atlanta, GA 30308  
Telephone: (404) 347-9440

**Cost:** \$275.00 includes continental breakfast, lunch, breaks, and all training materials

### PLEASE COMPLETE & SEND REGISTRATION TO:

**Name(s)** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Enclosed is \$** \_\_\_\_\_

**Visa/MC/DIS #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Please return this form with your payment to:

*North Georgia District Export Council,  
75 Fifth Street, N.W., Suite 1200  
Atlanta, Georgia 30308  
ATTENTION: Dina Molaison*

*Make checks payable to North Georgia District Export Council. If paying by credit card, you can either fax the form to (404) 657-1970 (after October 29 fax to (404) 962-4121), or send to the above address.*

**PAYMENT MUST BE RECEIVED BY NOVEMBER 12TH.**

**Note:** To comply with the AMERICANS WITH DISABILITIES ACT, please inform us in advance if special arrangements are required in order for a disabled person to attend this program.

# U.S. Department of Commerce - Bureau of Industry and Security Outreach and Educational Services Division

## **WHO SHOULD ATTEND?**

This comprehensive 2-day seminar is designed for exporters, freight forwarders, carriers, international trade consultants, attorneys, and others who support and advise exporters. If your organization is involved in a technology-related industry, this seminar is a must.

## **ABOUT THE INSTRUCTORS**

The instructors are experienced export policy specialists, licensing officers, engineers and enforcement personnel from BIS's Washington, DC headquarters and field offices as well as other U.S. government agencies as appropriate. The instructors will be available throughout the seminar to answer your questions on how the export regulations affect the export activities of your organization or client.

## **AGENDA SUMMARY**

- What is subject to the Export Administration Regulations?
- How is my item classified for export control purposes?
- Who is the end-user and what is the end-use?
- I have an "X" in the country chart box, what do I do?
- No License Exceptions apply, what is the next step?
- What should I expect from the licensing process?
- How do I prepare my export clearance documentation?
- What happens if I don't comply with the Regulations?
- What are some steps that our company can take to ensure compliance?
- Using what you have learned.

*Detailed agenda available upon request.*

## **ACCOMMODATIONS**

A special conference rate of \$129 (plus tax) for a single occupancy room has been arranged with the Georgia Tech Hotel & Conference Center. Please make your reservations directly with the hotel by calling (404) 838-2100. Mention "BIS" to receive the special conference rate. *Spaces are limited, so please call now to get this special rate!*

## **REGISTRATION**

The Registration Fee for the 2-day Seminar is \$275. The fee includes continental breakfasts, coffee breaks, a luncheon both days and conference materials. The registration fee is not refundable after November 12. You may substitute participants at any time.

## **CONTINUING LEGAL EDUCATION CREDIT**

The Bureau of Industry and Security of the US Department of Commerce is a State Bar of California, approved MCLE provider. This course is worth 12 hours of MCLE credit. However 0 hours will apply to legal ethics/law practice management, prevention, detection, and treatment of substance abuse and emotional distress; and elimination of bias.

## **QUESTIONS?**

For more information on the topics covered or questions about registration, please call BIS's Export Seminar Staff at (202) 482-6031. For questions on registration, please call Vicki Tollfree at (404) 657-1959, email: [vicki.tolefree@mail.doc.gov](mailto:vicki.tolefree@mail.doc.gov). The venue's website is: <http://www.gatechhotel.com>.