

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 Tolefree at (404) 657-1959, email: vicki.tolefree@mail.doc.gov. The venue's website is: <http://www.gatechhotel.com>.