

**U.S. CUSTOMS AND BORDER PROTECTION**  
**Department of Homeland Security**

610 S. Canal Street  
Chicago, IL 60607

**Pipeline 03-18**  
**July 11, 2003**

**TO : Customs Brokers, Importers, Exporters, Carriers, Freight Forwarders and Others Concerned**

**SUBJECT : In-depth Export License Training**

The increased focus on anti-terrorism applies to exports as well as imports. The U.S. Department of Commerce, Bureau of Industry and Security, enforces regulations governing U.S. exports. Every exporter should know the proper procedures to ensure they are in compliance with Federal regulations and are meeting all obligations under the Law.

Officers of the Bureau of Industry and Security, the export licensing authority, will present an intensive two-day program on "Complying with U.S. Export Controls" in Louisville, Kentucky on August 26 - 27. U.S. exporters, international lawyers, freight forwarders, and other trade professionals who need in-depth training in U.S. export controls and licensing procedures should attend this seminar. Participants will learn how to determine if they are subject to export controls, how to classify their export products, whether they qualify for license exemptions, how to apply for export licenses, how they can avoid legal penalties, and much more.

**PLACE:** The Galt House Hotel, Louisville, KY  
**DATE:** August 26-27, 2003  
**REGISTRATION:** 7:30 AM to 8:30 AM  
**PROGRAM:** 8:30 AM to 4:00 PM  
**COST:** \$275 per person (Early bird rate of \$250 applies before August 1). This includes two continental breakfasts, two full lunches, and all course materials.  
**AGENDA:** See attachment for full schedule.  
**ROOMS:** A discount government rate of \$69/night has been arranged at The Galt House for attendees who reserve their rooms in connection with this program before August 8, 2003.

To register, complete the attached registration form and forward it with full payment to the Kentucky District Export Council as directed at the bottom of the registration form. Space is limited, so please make your reservations as soon as possible.

Robyn Dessauere  
Port Director

**U.S. Department of Commerce**  
**“Complying with U.S. Export Controls”**  
**Louisville, KY**  
**August 26-27, 2003**

**Day 1**

7:30 Registration and Continental Breakfast

8:30 Welcome and Opening Remarks

**“Am I Subject to the Export Administration Regulations?”**

8:45 The Decision Tree Guide to the Export Control Process &  
Overview of the Export Administration Regulations

- ? Legal Basis for Controlling Exports
- ? Export Control Regimes
- ? Important Terms and Principles
- ? Steps for Using the EAR
- ? What the Regulations Cover
- ? Other Agencies Controlling Exports
- ? Exercise

**“How Is My Item Classified for Export Control Purposes?”**

9:45 The Commerce Control List, Export Control Classification  
Numbers, and Country Chart

- ? Structure of the CCL
- ? Classify Your Items
- ? Using the Country Chart
- ? Exercise

10:15 Break

10:30 Classifying Your Product...continued

12:00 Lunch

**“Who Is the End-User and What is the End-Use?”**

1:00 Knowing Your Customer: The Entity List, Denied Persons List,  
Proliferation Concerns Export Regulations for Cuba

1:45 Office of Foreign Assets Control (OFAC)

2:15 Break

**“I Have An “X” in the Box, What Do I Do?”**

2:30 License Exceptions

- ? What is a License Exceptions
- ? Country Groups (Supp. 1 to Part 740)
- ? List-Based License Exceptions
- ? A few Transaction Based Exceptions
- ? Exercise

3:30 Wrap Up/Questions and Answers

**Day 2**

8:00 Continental Breakfast

8:30 Review of Day 1 Information

**“No License Exceptions Apply, What Is the Next Step?”**

8:45 How to Apply for an Export License

- ? Filing a License Application
- ? Helpful Hints
- ? Support Documents
- ? Simplified Network Application Process (SNAP)

**“What Should I Expect from the Licensing Process?”**

9:45 How the U.S. Government Processes Your License Application

10:15 Break

**“How Do I Prepare My Export Clearance Documentation?”**

10:30 Export Clearances: Shipper’s Export Declaration (SED)

11:30 Export Clearances: EAR Requirements

12:15 Lunch

**“What Happens If I Don’t Comply with the Regulations?”**

- 1:15 Export Enforcement and Their Role in the Export Control Process
  - ? Recent Cases
  - ? Penalties
  - ? Helpful Hints

**“What Are Some Steps That Our Company Can Take to Ensure Compliance?”**

- 2:15 Managing your Company’s Internal Compliance
  - Export Management Systems (EMS)
  - Record Keeping

**“What Else is Going on at BIS?”**

- 2:45 “In the Know”: New and Upcoming Regulations
- 3:00 Break
- 3:15 Exercises: “Using What You Have Learned”
- 3:45 Wrap Up/ Questions and Answers

# Complying with U.S. Export Controls

August 26-27, 2003  
Louisville, Ky

## Registration Form

No. of People Registering \_\_\_\_\_

Names of Registrants: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Registration Fee Provided: \$\_\_\_\_\_ [\$275 per person, \$250 before August 1]

### Instructions:

Complete this form and mail it with check (payable to "Kentucky DEC") to:

**Kentucky District Export Council  
601 W. Broadway  
Room 634B  
Louisville, KY 40202**

If preferred, the registration form may be e-mailed to [terra.rogers@mail.doc.gov](mailto:terra.rogers@mail.doc.gov) or faxed to (502) 582-6573. In that case, check should be mailed separately to the above address. Please include the names of all registrants on the Memo line of your check.