



# 2010 Summer Defense Trade Export Licensing Conference

## 2010 Summer Back To Basics Defense Trade Export Licensing Conference and “Where the Rubber Meets the Road” Workshop

### Back to Basics Conference

19–20 July 2010

### Where the Rubber Meets the Road Workshop

21 July 2010

Renaissance Harborplace Hotel  
202 East Pratt Street  
Baltimore, MD 21202

Attire for the conference is business casual.

### 2-DAY CONFERENCE ONLY REGISTRATION FEE

Non-Members ..... \$800  
Members ..... \$700  
Government ..... \$550

*Register early...seating is limited!!*

### WORKSHOP ONLY REGISTRATION FEE

*Conference attendance not required  
to attend 1-day workshop!*

Non-Members ..... \$400  
Members ..... \$350  
Government ..... \$275

*Register early...seating is limited!!*

### PAYMENTS WILL NOT BE ACCEPTED AT EVENT READ PAYMENT INSTRUCTIONS BELOW

Registration will open at 12 NOON EST  
on Wednesday, 12 May 2010

1. “PAY ONLINE” is the “pay by credit card” option at time of registering
2. “PAY BY CHECK OR PO” is the “pay by check” option to be received within 7 business days or your registration will be cancelled.

Your registration is not confirmed until payment is received.

**Registration fees include:** continental breakfasts, lunches, breaks, reception and course materials.

**Cancellation Policy:** Cancellations must be received by Friday, 9 July 2010 to be eligible for a refund. There is a \$35 fee for all cancellations and bank returned checks. Refunds will not be provided for cancellation requests received after 9 July 2010.

**Please make checks payable to:**  
Society for International Affairs or “SIA”

**Mail checks to:**  
Society for International Affairs  
Attn: Jill Garrison,  
2010 Summer Basics Conf/Workshop  
3 Kline Court  
Stafford, VA 22556

### HOTEL ACCOMMODATIONS

A block of rooms has been reserved at the Renaissance Harborplace Hotel for the dates of the conference.

The SIA room rate is \$189 per night plus tax (single/double occupancy).

Reservations may be made online through the link on SIA’s website under the *Summer Back to Basics Conference* and *3rd Day Workshop* events or by contacting Reservations at 410-547-1200 (ask for the 2010 SIA Conference rate).

***The room block has been reserved until 25 June 2010, or until sold out, whichever occurs first.***

### GROUND TRANSPORTATION

Super Shuttle services the downtown Baltimore hotels on a loop approximately every half hour during the day. One-way standard transportation is approximately \$13.

Average taxi fare between BWI & Renaissance Harborplace is \$30 USD (one way).

The hotel offers self parking at \$26/day and valet at \$36/day with in/out privileges.

# 2010 Summer Defense Trade Export Licensing Conference

## 2010 Summer “Back to Basics” Conference

This conference is an important first step to exporting defense articles and defense services. Newcomers to export licensing will be provided with a step-by-step guide to using the International Traffic in Arms Regulations (ITAR). Emphasis will be placed on the license application process and the requirements for submitting licenses to the Department of State, Directorate of Defense Trade Controls (DDTC) for review and approval.

Attendees will become familiar with the various types of licenses, agreements, exemptions and their appropriate use. Government speakers will provide insight into the procedures and policies governing the export licensing process. Scenarios will be utilized to help illustrate these policies and procedures and how they are applied within the actual workplace. Ample time for questions will be included each day.

Information from these sessions is not for publication. Recording devices may not be used. SIA members and participants must abide by the SIA Code of Conduct.

Speakers will include participants from US Government agencies such as the US Department of State’s Directorate of Defense Trade Controls (DDTC), Defense Technology Security Administration (DTSA) and members of the defense industry.

*A special Roundtable Q&A Session with panelists and invited guests will be held on Day 2.*

## WORKSHOP ON DAY 3: Where the Rubber Meets the Road

On Wednesday following the Conference, SIA is offering a one-day licensing workshop, “Where the Rubber Meets the Road.” This is a hands-on workshop designed for people new to the field of export licensing. Through a program scenario and collaborative exercises, attendees will apply the ITAR to real export challenges in order to draft and submit various licensing and agreement requests.

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**Additional information about SIA is available at  
[www.siaed.org](http://www.siaed.org)**

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## THE SOCIETY FOR INTERNATIONAL AFFAIRS

### Background & Purpose

The Society for International Affairs, Inc. (SIA) is a volunteer, nonprofit, educational organization that was jointly formed in 1967 by US Government and Industry. SIA provides a forum for the exchange of information related to export and import licensing. SIA interests cover the entire spectrum of licensing pertaining to the Departments of Commerce, Defense, State, Treasury, and Homeland Security.

### Activities

Business luncheon meetings are held regularly and feature guest speakers who address regulatory and policy issues affecting exporting and importing. Conferences and workshops are presented on a regular basis to educate and instruct the export community on all aspects of defense and commercial exports and technology transfers.

### Code of Conduct

The meetings and functions of SIA are designed to facilitate the free exchange of ideas and information. Information from these sessions is not for publication. Recording devices may not be used. SIA members and participants must abide by the Code of Conduct.

### Membership

Membership is comprised of over 2000 members consisting of Industry, U.S. Government, and embassies.

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<b>SIA President:</b>	Barbara Clark, Orbital Sciences Corporation
<b>Board Liaison:</b>	Marc Binder, ITC Strategies
<b>Conference Director:</b>	Suzanne Kao, Huffman Riley Kao PLLC
<b>Workshop Director:</b>	Tom Donovan, Northrop Grumman
<b>Conference Committee Chairs:</b>	Speaker: Emily Meyer, Aeroflex Hotel: Michael Myers, Xe Services, LLC Audio/Visual: John Perser, ExportSafe Publications: Mamata Singh, Northrop Grumman Registration: Jill Garrison, SIA

# 2010 Summer Defense Trade Export Licensing Conference

## Back to Basics: Understanding the Basics of Defense Trade Licensing & Compliance

### DAY ONE – Monday, 19 July 2010

- 7:00 AM Registration & Continental Breakfast
- 8:00 AM **Opening Remarks**  
*Barbara Clark, President, SIA*  
*Suzanne Kao, Conference Director*
- 8:15 AM **Basics: The Who, What, When, Where, Why & How of Defense Trade Licensing & Compliance**  
*(DDTC, DTSA, and Industry Speakers)*
- 9:45 AM Break
- 10:00 AM **Licenses – Preparation & Review Process**  
*(DDTC, DTSA, and Industry Speakers)*
- 11:30 AM **Q&A Session**  
*(Day 1 Morning Panels)*
- 12 NOON Lunch
- 1:00 PM **Licenses – Preparation & Review Process (cont'd)**  
*(DDTC, DTSA, and Industry Speakers)*
- 2:45 PM Break
- 3:00 PM **Customs, Shipping & Recordkeeping Basics**  
*(Industry Speakers)*
- 4:00 PM **Q&A Session**  
*(Day 1 Afternoon Panels)*
- 4:30 PM **A Day in the Life...**  
*(Industry Speakers)*
- 5:00 PM **Day One – Closing Remarks**
- 5:15 PM **Conference Adjourns**
- 5:30 PM **Hosted Reception**

### DAY TWO – Tuesday, 20 July 2010

- 7:30 AM Continental Breakfast
- 8:30 AM **Opening Remarks**  
*Suzanne Kao, Conference Director*
- 8:45 AM **Agreements & Amendments – Preparation & Review Process**  
*(DDTC, DTSA, and Industry Speakers)*
- 10:30 AM Break
- 10:45 AM **Agreements & Amendments – Preparation & Review Process (cont'd)**  
*(DDTC, DTSA, and Industry Speakers)*
- 11:45 AM **Q&A Session**  
*(Day 2 Morning Panels)*
- 12:15 PM Lunch
- 1:15 PM **Exemptions**  
*(DDTC, DTSA, and Industry Speakers)*
- 2:15 PM **DDTC Compliance Requirements**  
*(DDTC Compliance Speakers)*
- 3:15 PM Break
- 3:30 PM **Company Compliance Programs – Management Commitment/Responsibilities of Export Personnel**  
*(Industry Speakers)*
- 4:30 PM **Q&A Session (Day 2 Afternoon Panels)**
- 5:00 PM **Conference Wrap-Up/Adjourn**
- 5:30 PM **Meet & Greet Roundtables**
- 7:00 PM **Open Q&A Session with Panelists and Invited Guests (Open Only To Conference Registrants)**

## Workshop: Where the Rubber Meets the Road

### DAY THREE – Wednesday, 21 July 2010

- 7:30 AM Continental Breakfast
- 8:30 AM **Opening Remarks & Introduction**  
*Tom Donovan, Workshop Director*
- 8:45 AM **Phase I: Marketing**  
*(8:45 AM Group Exercise)*  
*(9:30 AM Review & Discuss)*
- 10:00 AM Break
- 10:15 AM **Phase II: Program**  
*(10:15 AM Group Exercise)*  
*(11:15 AM Review & Discuss)*
- 12:15 PM Lunch
- 1:15 PM **Phase III: Program Modification**  
*(1:15 PM Group Exercise)*  
*(2:00 PM Review & Discuss)*
- 2:30 PM **Phase IV: Program Licensing**  
*(Group Exercise)*
- 3:15 PM Break
- 3:30 PM **Phase IV: Program Licensing (cont'd)**  
*(Review & Discuss)*
- 4:30 PM **Workshop Adjourn**



Note: All speaker comments are off-the-record and not for attribution. • Agenda subject to change