



SOCIETY FOR INTERNATIONAL AFFAIRS

Attn: Jill Garrison
2009 Summer Basics Conference
3 Kline Court
Stafford, VA 22556

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SOCIETY FOR INTERNATIONAL AFFAIRS

**2009 Summer Defense Trade
Export Licensing Conference**



“Back to Basics”

Conference: 13-14 July 2009

“Where the Rubber Meets the Road”

Workshop: 15 July 2009

*Hyatt Regency Crystal City
2799 Jefferson Davis Highway
Arlington, Virginia 22202*

SERVING THE EXPORT COMMUNITY FOR OVER 40 YEARS

2009 Summer Defense Trade Export Licensing Conference

“Back to Basics Conference”: 13 – 14 July 2009

“Where the Rubber Meets the Road Workshop”: 15 July 2009

Hyatt Regency Crystal City • 2799 Jefferson Davis Highway • Arlington, Virginia 22202

Attire for the conference is business casual.

— TWO-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 ONE-DAY WORKSHOP

Non-Members – \$400; Members – \$350; Government – \$275 *Register early...seating is limited!*

SIA MEMBERS: To avoid problems with your registration, please login (lower left corner of the homepage), then click on the July 13-14 Conference or July 15 Workshop Event. IF YOU DO NOT KNOW YOUR LOGIN, PLEASE EMAIL admin@siaed.org, REQUESTING YOUR PASSWORD BE RESET AND SENT TO YOU PRIOR TO REGISTRATION OPENING!!

NOTE: SIA Memberships are individual – SIA does not offer a company/corporate membership. If you are not sure of your membership status, please contact admin@siaed.org prior to registration opening! For information on SIA Membership levels, please visit www.siaed.org.

PAYMENT WILL NOT BE ACCEPTED AT EVENT—READ PAYMENT INSTRUCTIONS BELOW

Electronic registration is REQUIRED at www.siaed.org. Registration will open at 12PM EST on Wed., 22 April 2009.

- 1. “PAY ONLINE” IS THE “PAY BY CREDIT CARD” OPTION AT TIME OF REGISTERING***
- 2. “PAY AT EVENT” 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 by the registrar. Registration fees include continental breakfasts, lunches, breaks, reception and course materials. Deadline for all registration is **Monday, 29 June 2009** or when the conference is full, whichever occurs first. Registration will be confirmed only upon receipt of payment.

Please make checks payable to: Society for International Affairs or “SIA.” Mail checks to: Society for International Affairs, Attn: Jill Garrison, 2009 Summer Basics Conference, 3 Kline Court, Stafford VA 22556

You will receive an electronic confirmation/receipt when registering with credit card, which must be presented at the conference. If you are registering by check, the registrar will send you an email confirmation upon receipt of payment. In the event of cancellation, please email admin@siaed.org. **Cancellations must be received by Monday, 29 June 2009** to be eligible for a refund, and will be valid only upon issuance of a cancellation number by the conference registrar. **There is a \$35 fee for all cancellations and bank returned checks. Refunds will not be provided for cancellation requests received after 29 June 2009.**

NOTE: Registration for the SIA Workshop is independent from the Conference registration. If you are interested in registering for the SIA Workshop, you must register separately for this event. Registration for the SIA Workshop will open at the same time as the general Conference registration – 12PM EST on 22 April 2009.

HOTEL ACCOMMODATIONS

A block of rooms has been reserved at the Hyatt Regency Crystal City for the dates of the Conference and Workshop. The hotel room rate is **\$195** per night plus tax (single/double occupancy). Contact Reservations at **703-418-1234** (be sure to ask for the Society for International Affairs rate) or make reservations online through the link on the SIA website. A block of rooms has been reserved until **Saturday, 20 June 2009** or until the room block is sold out, whichever occurs first.

INTERNET ACCESS

Wireless internet access is available for a fee in all guest rooms as well as the lobby area. The fee for hotel wireless access is \$9.95 per 24-hour period.

GROUND TRANSPORTATION

Taxi from Ronald Reagan Washington National Airport to the hotel is approximately \$6; the Hyatt also offers a courtesy shuttle. Taxi from Dulles International Airport to the hotel is approximately \$50. There is no self-parking available at the hotel but valet parking is available for \$25 per day, and local parking garages range from \$10 to \$15 per day. Hyatt also offers a complimentary shuttle to and from the Crystal City Metro every 15 minutes during the day.

2009 Summer Defense Trade Export Licensing Conference

“Back to Basics”

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 understanding the International Traffic in Arms Regulations (ITAR). Emphasis will be placed on the license application process and the requirements for submitting licenses to the US 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 Two.

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 life” export challenges in order to draft and submit various licensing and agreement requests.

SIA President: Barbara Clark, Orbital Sciences Corporation
Board Liaison: Jennifer K. Weinel, Northrop Grumman Corporation
Conference Director: Marlene Tarbell, General Dynamics Corporation
Conference Committee Chairs: Speaker: Deidre Crawford, General Dynamics Corporation
Registrar: Jill Garrison, SIA
Hotel: Melissa Kelsey, Orbital Sciences Corporation
Audio/Visual: Linda Pope, Northrop Grumman Corporation
Publications: Joshua Richter, Xe Services, LLC
Workshop Director: Blake Williams, Navistar Defense

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 US 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, US Government, and embassies.

Additional information about SIA is available at www.siaed.org.

2009 Summer Defense Trade Export Licensing Conference

“Back to Basics”

Understanding the Basics of Defense Trade Licensing & Compliance

Note: All speaker comments are off-the-record and not for attribution.

DAY ONE—Monday, 13 July 2009

7:00 a.m.	Registration & Continental Breakfast	1:00 p.m.	Licenses - Preparation & Review Process (cont'd) <i>(DDTC, D TSA & Industry Speakers)</i>
8:00 a.m.	Opening Remarks <i>Barbara Clark, President, SLA</i> <i>Marlene Tarbell, Conference Director</i>	2:45 p.m.	Break
8:15 a.m.	Basics: Who, What, When, Where, Why & How of Defense Trade Licensing & Compliance <i>(DDTC, D TSA & Industry Speakers)</i>	3:00 p.m.	Customs, Shipping & Recordkeeping Basics <i>(Industry Speaker)</i>
9:45 a.m.	Break	4:00 p.m.	Q&A Session <i>(Day One Afternoon Panels)</i>
10:00 a.m.	Licenses – Preparation & Review Process <i>(DDTC, D TSA & Industry Speakers)</i>	4:30 p.m.	A Day in the Life... <i>(Industry Speakers)</i>
11:30 a.m.	Q&A Session <i>(Day One Morning Panels)</i>	5:00 p.m.	Day One – Closing Remarks
12:00 Noon	Lunch	5:15 p.m.	Conference Adjourns
		5:30 p.m.	Hosted Reception

DAY TWO—Tuesday, 14 July 2009

7:30 a.m.	Continental Breakfast	1:15 p.m.	Exemptions <i>(DDTC & Industry Speakers)</i>
8:30 a.m.	Opening Remarks <i>Marlene Tarbell, Conference Director</i>	2:15 p.m.	DDTC Compliance Requirements <i>(DDTC Speaker)</i>
8:45 a.m.	Agreements & Amendments – Preparation & Review Process <i>(DDTC, D TSA & Industry Speakers)</i>	3:15 p.m.	Break
10:30 a.m.	Break	3:30 p.m.	Company Compliance Programs - Management Commitment/Responsibilities of Export Personnel <i>(Industry Speakers)</i>
10:45 a.m.	Agreements & Amendments – Preparation & Review Process (cont'd) <i>(DDTC, D TSA & Industry Speakers)</i>	4:30 p.m.	Q&A Session <i>(Day Two Afternoon Panels)</i>
11:45 a.m.	Q&A Session <i>(Day Two Morning Panels)</i>	5:00 p.m.	Conference Wrap-Up/Adjourn
12:15 p.m.	Lunch	5:30-7 p.m.	Meet & Greet Roundtables Q&A Session with Panelists and Invited Guests (OPEN ONLY TO CONFERENCE REGISTRANTS)

DAY THREE—“Where the Rubber Meets the Road” Workshop —Wednesday, 15 July 2009

7:30 a.m.	Continental Breakfast	12:15 p.m.	Lunch
8:30 a.m.	Opening Remarks & Introduction <i>Blake Williams, Workshop Director</i>	1:15 p.m.	Phase III: Program Modification <i>(1:15 Group Exercise)</i> <i>(2:00 Review & Discuss)</i>
8:45 a.m.	Phase I: Marketing <i>(8:45 Group Exercise)</i> <i>(9:30 Review & Discuss)</i>	2:30 p.m.	Phase IV: Program Licensing <i>(Group Exercise)</i>
10:00 a.m.	Break	3:15 p.m.	Break
10:15 a.m.	Phase II: Program <i>(10:15 Group Exercise)</i> <i>(11:15 Review & Discuss)</i>	3:30 p.m.	Phase IV: Program Licensing (cont'd) <i>(Review & Discuss)</i>
		4:30 p.m.	Workshop Adjourns