



Creating an Effective Export Management Compliance Program (EMCP)

Does your company have an up-to-date operational program in place that ensures the company's export decisions and transactions are in compliance with the Export Administration Regulations? Does your company have a written EMCP guidelines document to ensure consistent instruction and operational application of the company's export policies, procedures, decisions, and transactions? An EMCP takes individual decision and pieces of information and builds them into an organized, integrated system. It is a program which can be established to manage export related transactions to ensure compliance with the Export Administration Regulations.

PRESENTED BY: Adam Mook, MBA, MPA, CGBP
Compliance Department Manager
Logistics Plus, Inc.

SEMINAR DETAILS

DATE: Tuesday, December 11, 2012

TIME: 8:30 am – 12:30 pm
(Registration/refreshments at 8:00 am)

LOCATION:
Conference Center at Manufacturer & Business Association
2171 West 38th Street
Erie, PA 16508

COST: \$75 per attendee
(Includes workshop narrative/resource booklet & breakfast)

TO REGISTER: COMPLETE ATTACHED FORM & RETURN TO

Mail: Attn: Adam Mook – 1406 Peach St., Erie, PA 16501

Fax: Attn: Adam Mook – 814-217-0500

Email: adam.mook@logisticsplus.net

PAYMENT OPTIONS:

- 1) Check made payable to Logistics Plus, Inc. (mailed to: 1406 Peach St. – Erie, PA 16501)
- 2) You may request to have your company invoiced: email Adam at adam.mook@logisticsplus.net
- 3) Online PayPal credit card payment via www.logisticsplus.net. Logistics Plus must first assign your company an Invoice Number in order to provide access to pay via credit card on our website.

Pennsylvania based companies may be eligible to be reimbursed for the attendee registration fees for this workshop through the Pennsylvania WEDnetPA Guaranteed Free Training (GFT) Program. Visit <http://www.wednetpa.com/gft/apply.asp> for application details.





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This workshop is designed to provide attendees with an understanding of how to begin to develop the elements of an EMCP that is custom tailored to the export activities of their respective company. The teaching method for the workshop is comprised of lecture, on-line demonstrations and group discussion. The relaxed atmosphere of the course allows for attendees to ask questions at any time as the seminar notes and meeting minutes are already provided to everyone in their workshop narrative book. This format allows the attendee to focus on the presented subject matter and participate in group discussion.

The seminar will cover:

- An overview of the 9 Elements of an effective EMCP.
- Tips for obtaining senior management commitment to the program.
- Developing written procedures and graphical flowcharts for processing export shipments.
- Assigning accountability for export control tasks at the departmental level (sales, shipping, accounting/finance, customer service and purchasing).
- “Screening” export and re-export transactions and determining end-uses.
- Identifying Red Flags in the export quotation stage.
- Tips for ongoing employee training and compliance awareness.
- What to do when compliance violations arise?
- Continuous risk assessment and auditing the company’s export activities.
- Template for written export compliance manual provided and reviewed.

WHO SHOULD ATTEND?

Company Owners – Sales Reps – Export Compliance Officers – Traffic Managers – Engineers
Corporate Accountants/Attorneys – Customer Service Personnel – Shipping Personnel

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Option # 3 - Email: adam.mook@logisticsplus.net

Name _____ Title _____

Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

For Questions regarding the workshop details please call Adam Mook at 814-464-1722

4 CPE CREDIT HOURS AVAILABLE

