

**The Bureau of Industry & Security**  
**Outreach & Educational Services Division**

**Cosponsored by: The Houston District Export Council**

**Complying with U.S. Export Controls**

**April 1-2, 2025**

**Norris Conference Centers City Centre  
Houston, TX**

**Complying with U.S. Export Controls**

The two-day program is led by BIS's professional counseling staff and provides an in-depth examination of the Export Administration Regulations (EAR). The program will cover the information exporters need to know to comply with U.S. export control requirements on commercial goods, and other items subject to the EAR. We will focus on what items and activities are subject to the EAR, how to determine your export control classification number (ECCN), steps to take to determine the export licensing requirements for your item, when you can export or reexport without applying for a license, export clearance procedures and record keeping requirements, and guidance in applying this information. Presenters will conduct a number of "hands-on" exercises that will prepare you to apply the regulations to your own company's activities. This program is well suited for those who need a comprehensive understanding of their obligations under the EAR.

**About the Instructors**

The instructors are experienced export policy professionals, engineers, and enforcement personnel from BIS's Washington, D.C. headquarters and field offices, as well as representatives from 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.

**Location/Time**

This program will be held at the Norris Conference Centers City Centre located at 816 Town and Country Boulevard, Suite #210, Houston, TX 77024. Registration and continental breakfast will begin

at 7:00 a.m. on April 1, and 7:30 a.m. on April 2, 2025. The program will begin at 8:30 a.m. and end at 5:00 p.m. each day.

### **Accommodations**

A special conference room rate of \$169 plus tax has been arranged with The Moran City Centre, located at 800 Sorella Court, Houston, TX 77024. Rates are good until March 8, 2024. To make a reservation you can call the hotel at (713) 429-1172 and mention Houston District Export Council – BIS Seminar or click [here](#).

### **Registration**

The registration fee for the Complying with U.S. Export Controls seminar is \$625 until January 31, 2025 and \$675 after. The fee includes continental breakfasts, coffee breaks, lunches, and materials for the entire seminar. Registrations received after March 26, 2025 may not include hard copy materials (online links only will be provided) or food and beverage, due to provider constraints. To guarantee placement for the BIS seminar: [Click here to register](#).

**Other Questions?** For more information or questions on the topics to be covered, please call BIS's Outreach and Educational Services Division at (202) 482-6031 or contact us by [email](#).