Export Control and Sanctions Symposium 2025

Registration Form

The Department for Business and Trade (DBT) will be hosting the Export Control Joint Unit (ECJU) and Sanctions 2025 Symposium on the 15th of October 2025 at the Leonardo Tower Bridge Hotel, 45 Prescot St, London E1 8GP. Please see the separate agenda for further details.

**Please also note that due to the anticipated demand for places at this Symposium, we are limiting applications to only 2 delegates per company and only 1 delegate from a consulting, freight forwarded of law firm.**

To join any ECJU event being offered by DBT, we need to process your personal data to undertake the task to deliver the ECJU event and to deliver good service. We will start processing your information when you complete the Event Registration Booking Form. Full details of the Privacy Policy is accessible via this link: [Privacy Notice Link](https://www.business.gov.uk/privacy/)

Before completing the registration form below, please confirm by ticking the box or writing ‘Yes’ that:

☐ you have read the Privacy Policy and you agree to the processing of your personal data:

☐ we may share your name and company name with the Ministry of Defence (MoD), Foreign, Commonwealth and Development Office (FCDO) and/or The Export Group for Aerospace, Defence & Dual Use (EGADD) and HMRC if you chose to attend one of their workshops. This data will be destroyed/deleted immediately after the symposium

If you need to discuss anything about this symposium or this form, please contact the Events Manager at the details at the end of this form.

**This cost of this course is £360 per delegate (inc VAT). Ten working days’ notice will be required for cancellation of a place otherwise full costs will be charged for each place.**

**Section A - Symposium Registration Booking Details**

1. Please note that the workshop options are near the end of this form. Please ensure that you complete your options
2. Please provide details of the contact for this booking:
   1. Contacts Name:
   2. Company Name:
   3. Phone Number:
   4. E-mail address:
3. Please provide the attendees details, including everyone’s phone number. If multiple attendees, please use a continuation sheet with each of their details.
   1. Attendee Name:
   2. Company Name:
   3. Phone Number
   4. E-mail address:
   5. Full Address and Postcode:

**Section B – Company Purchase Order Information**

(Note – No credit card facility available)

The 2025 ECJU Symposium is being offered at a cost of £360 per delegate. To make payment, please provide:

1. Company VAT number (Required):
2. Purchase Order Number (PO):
3. Invoice Address if different to attendee address:

**Note: Please ensure that the correct invoice address is provided as this may be different from your physical address. Please also note that we are unable to take credit card payments.**

**Section C – More about you and your company**

1. Please indicate which of the following describes your current level of knowledge of export controls?
   1. Beginner ☐
   2. Improver ☐
   3. Advanced ☐
2. Please provide a generic product/service description for your licensable activity:
3. Please provide relevant control entries for your items (for example, ML11, 3A001):
4. Who is/are your ECJU-based Compliance Inspector(s)?:
5. Please indicate which of the following is your predominant role in connection to controlled items.
   1. Manufacturer ☐
   2. Supplier ☐
   3. Intermediary ☐
   4. Consultant ☐
   5. Other (please specify):
6. Please indicate from the following 4 options the size of your company (by number of employees)?
   1. Micro (1-10) ☐
   2. Medium (51-250) ☐
   3. Small (11-50) ☐
   4. Large (more than 250) ☐
7. Please list here any Trade associations your company are/is a member of
8. Do you have specific concerns/goals that you hope to address/achieve from attending the course(s)? If so, please advise here:
9. Please indicate how you heard about the event from the following options:
   1. GOV.UK website ☐
   2. ECJU Training Notice ☐
   3. Compliance Inspector Recommendation ☐
   4. ECJU Helpline ☐
   5. Notices to Exporters/email services ☐
   6. Publicity (please explain here): ☐
   7. Other (please explain here): ☐
10. Do you have any specific dietary requirements (dietary restrictions, food allergies and/or religious restrictions) or access needs (disabled access or other requirements)? If so, please advise us here:

**Section D – Workshop Options**

You are invited to give your preferences of three of the following specialist workshops.

We will do our best to allocate your top three choices (1 to 3) but in the event of over subscription, please indicate a fourth choice. Please leave blank those you are not interested in.

Please note there are 2 US Export Control workshops: Beginners and Intermediate knowledge - ensure you sign up for the right one for your level of experience.

If more than one person from your organisation is attending, we suggest you choose different breakout sessions to gain maximum benefit and ensure all sessions are fully subscribed.

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| **1. The Strategic Export Licensing Criteria and the application assessment process.**  This session will focus on the Strategic Export Control Licencing Criteria and the levels of risk in trading in overseas markets and the need for due diligence. It will be led by the ECJU FCDO team. | **Please indicate your preference 1 to 4 or leave blank.** |
| **2. The F680 Process and how to write a good application to be followed by Q&A.**  These sessions will provide an overview of the Form 680 process, including the adaption to cover the release of US ITAR material, and provide exporters with an understanding of when a Form 680 is required and how to apply for one. | **Please indicate your preference 1 to 4 or leave blank.** |
| **3. Your questions answered – with the Licensing Unit and LITE team**  This session will cover a walkthrough and best practise for making an application on ECJU’s LITE system. It will be led by the ECJU Licencing Unit team. | **Please indicate your preference 1 to 4 or leave blank** |
| 1. **HMRC – enforcement and compliance of strategic export controls and sanctions measures**   Led by HM Revenue & Customs | **Please indicate your preference 1 to 4 or leave blank** |
| 1. OTSI - **Trade Sanctions: Due diligence and countering circumvention**   This session will provide helpful advice and practical tips on avoiding attempts to circumvent our sanctions, including practical steps to take on due diligence, spotting red flags and signposting further advice. Companies will also learn how best to engage with OTSI when there are suspected breaches. | **Please indicate your preference 1 to 4 or leave blank** |
| **6. A Beginners’ Guide to US Export Controls now and into the Future**  The session will be led by Brinley Salzmann of EGADD/ADS | **Please indicate your preference 1 to 4 or leave blank.** |
| **7. US Export Controls: Recent Developments, Trends, Critical Concepts and Implications for UK Businesses**  This session will be led by George Grammas of Squire Patton Boggs Law Firm in association with EGADD | **Please indicate your preference 1 to 4 or leave blank** |

**Section E – Where to send completed forms**

Please send or email your completed form to:

Denise Carter,

Events Manager,

Phone: 07741 598195

Email: [denise.carter@businessandtrade.gov.uk](mailto:denise.carter@businessandtrade.gov.uk)

All personal information is treated in accordance with our [Personal Information Charter](https://www.gov.uk/government/organisations/department-for-business-and-trade/about/personal-information-charter#:~:text=When%20DBT%20collects%2C%20holds%2C%20uses,we%20will%20keep%20your%20data) and will not be passed to other 3rd parties not already specifically indicated.

The UK’s Department for International Trade (DBT) has overall responsibility for promoting UK trade across the world and attracting foreign investment to our economy.

We are a specialised government body with responsibility for negotiating international trade policy, supporting business, as well as delivering an outward-looking trade diplomacy strategy.

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Any enquiries regarding this publication should be sent to us at [enquiries@businessandtrade.gov.uk](mailto:enquiries@businessandtrade.gov.uk)