

### EXPORT CONTROL COMPLIANCE CHECKLIST FOR TAMUQ SHORT COURSES/WORKSHOP AND CONFERENCES

Type:                      Short Course/Workshop                      Conference

Title: \_\_\_\_\_

Description:

Sponsor(s): \_\_\_\_\_

Funding Source (Check all that apply):              Internal              External              TAMUQ              TEES

Dates: \_\_\_\_\_

Location (where the short course/workshop or conference will be conducted): \_\_\_\_\_

**This form must be completed by the Responsible Faculty Member for the short course/workshop or conference offered at or by TAMUQ.** Your answers to these questions will help determine whether the proposed conference will be subject to export control regulations. For questions or assistance in completing the form, please contact the Export Controls Office at (979) 862-6419 or via email at [exportcontrols@tamu.edu](mailto:exportcontrols@tamu.edu).

1. Do the short course/workshop or conference materials contain export controlled content? (e.g., information, materials, physical items subject to the [U.S. Munitions List](#) or [Commerce Control List](#) or related technical information.)

Yes:                      No:                      Unknown:

2. Does the short course/workshop or conference involve any actual transfer of export controlled information or data to a foreign person or entity?

Yes:                      No:                      Unknown:

3. Will the short course/workshop or conference or related materials/services be delivered or given to foreign persons from or in embargoed counties or other countries of concern? (e.g., Iran, Syria, North Korea, Cuba, Russia, China)

Yes:                      No:                      Unknown:

4. Will the short course/workshop or conference/materials/services involve potential military end use or users?

Yes:                      No:                      Unknown:

5. Is the short course/workshop or conference content limited to publicly available information that is published and available to the public at libraries; newsstands and bookstores; through subscriptions without restriction; through patents available at any patent office; through unlimited distribution at conferences, meetings, seminars, trade shows and exhibitions held in the United States and generally open to the public?

Yes:                      No:                      Unknown:

6. Is the short course/workshop or conference content limited to general scientific, mathematical, or engineering principles commonly taught in universities and published in textbooks?

Yes:                      No:                      Unknown:

7. Is the short course/workshop or conference open to the public?

Yes:                      No:                      Unknown:

8. Is this short course/workshop or conference tailored in whole or in part, to the countries of Iran, Syria, North Korea, Cuba, Russia, or China, citizens of these countries, or persons who are ordinarily a resident in these countries?

Yes:                      No:                      Unknown:

9. Is short course/workshop or conference content related to the following areas?(Check all that apply):

- Petroleum or petrochemical industries                      Crude oil or natural gas pipelines
- Oil Services industry                                              Energy Development
- None of these listed

10. Attach to this form a copy of the short course/workshop or conference flyer or provide the conference website link here: \_\_\_\_\_

I hereby certify that I have completed the Export Controls Training for TAMU at Qatar Course offered via TrainTraQ and have read System Policy 15.02 Export Controls and University Rule 15.02.99.M1 Export Controls. If this short course/workshop or conference is TEES sponsored, I have also read [TEES Export Control Rule 15.02.99.E1](#) and [TEES Export Control Compliance Program Manual](#).

I understand that I must only share information that is not subject to export controls or that is exempt from export controls. I must refrain from answering questions regarding export controlled technology or information not found in the public domain. I understand that I could be personally liable if I unlawfully disclose export controlled information to foreign persons.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

Responsible Faculty Member Name, Title: \_\_\_\_\_

**Please return the completed form to the Export Controls Office at [exportcontrols@tamu.edu](mailto:exportcontrols@tamu.edu) for review and approval. If “unknown” is marked above, please provide an explanation of the answers to reduce processing delays.**

**Reviewed by the Export Controls Office  
Result:**

**Reviewed by:**

**Authorized Signature:**

**Date:**