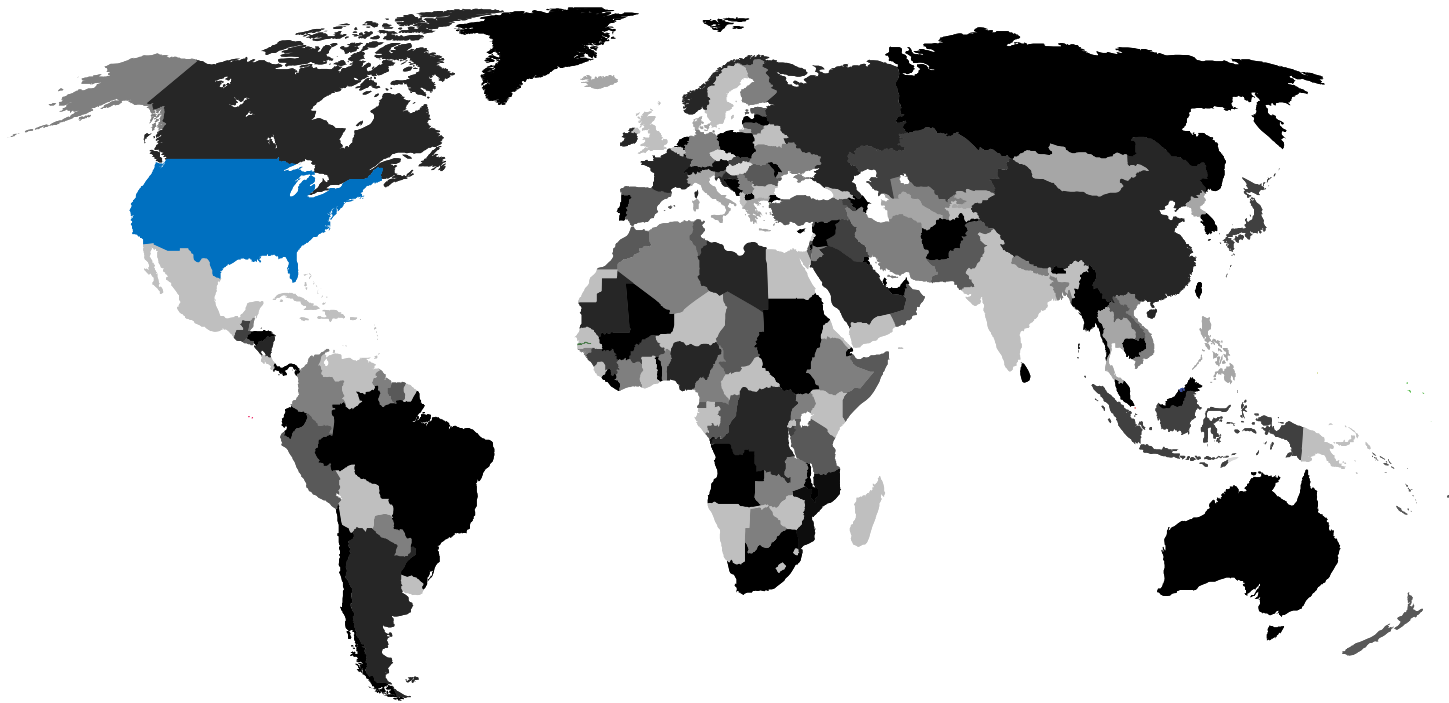# Consulting abroad or when being abroad

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The Global Marketplace Provides Many Opportunities to Consult Abroad

Consulting Abroad

- Consulting abroad is doing business outside the USA
  - Visiting prospective clients
  - Consulting directly with clients overseas
  - Collaborating with overseas consultants
  - Teaching courses
  - Managing your business
  - Gaining a different cultural perspective

Consulting Abroad

- There are many resources on line for doing business abroad that can be reviewed prior to leaving the USA

- The US Small Business Administration website has a wealth of information
  - https://www.sba.gov/managing-business/running-business/doing-business-abroad/resources-doing-business-abroad

Initial Steps – Clients and Projects

- Know your client/customer
  - How was the contact made?
    - Direct contact through friends
    - Direct contact through the internet (your website, LinkedIn)
    - Through another organization (CECON, YourEncore)
- Who are your principle contacts?
- What are the goals of your trip?
- How will you be paid?
  - Check if your client's country has a tax treaty with the US: https://www.irs.gov/individuals/international-taxpayers/tax-treaties
  - IRS form 8802 and 6166 are used to claim income tax treaty benefits. https://www.irs.gov/individuals/international-taxpayers/form-8802-application-for-united-states-residency-certification-additional-certification-requests

Initial Steps – Overseas Countries

- Read about the countries you plan to visit for business
  - VISA requirements
  - Do you have a valid passport?
    - Some countries refuse entry if passport expires in less than three or six months
  - Business practices and customs
  - [Travel Warnings](#) on travel.state.gov
  - Check the requirements of the countries you plan to visit

Initial Steps – US Law

- Review the Bureau of Industry and Security (BIS) and Office of Foreign Assets Control (OFAC) websites

- "Bad guy lists" - make sure your client and their company is not on any list

- Make sure that you or your company do no work for an embargoed country

Bureau of Industry and Security (BIS)

- Review the BIS Ten General Prohibitions
  - (1-3 goods related, 4-10 apply to everything)
- Review the BIS "Know Your Customer Guidance"
  - End use, end user - don't self blind
- Review BIS "Red Flags"
- Review the BIS Consolidated Screening list
- Review the lists of Parties of Concern
  - People
  - Companies
  - Banks
  - Any other parties to the transaction

Office of Foreign Assets Control (OFAC)

- [OFAC Sanctions list](#)
- Searchable list of Blocked Persons ("SDN List")
- Review the companies and persons who you will consult with to make sure they are not blocked

Planning Travel

- Who will arrange travel, hotel and transportation?
  - Will you be picked up from the airport – make sure transportation is secure if necessary
- Will your phone work in the foreign country?
  - Purchase call plan prior to leaving
  - Client may provide a local SIM card
  - Use Internet-based apps like WhatsApp or Skype to lower cost
- Are there any foreign holidays that could impact your trip or work?
- Review best business practices in that country

Planning Travel

- Do you need any travel shots or medicine?
  - Check the CDC website for information on the countries you plan to visit
  - Schedule a doctor's visit to get any shots or medicine if needed
  - Read about the medical care in the countries you plan to visit
  - Think about purchasing travel insurance

Other Steps Before You Fly

- Notify credit card companies about which countries you plan to use their card

- Bring your ATM card or cash

- E-mail photocopies of you passport, VISA's and flight itinerary to yourself

- Enroll in the Smart Traveler Program if needed to provide emergency contacts get updates about your destinations

Completing Work

- Review with the client whether objectives were met
- Review or schedule any follow up consulting

Resources

- US Small Business Administration.
  - https://www.sba.gov/managing-business/running-business/doing-business-abroad/resources-doing-business-abroad
- Smart Traveler Enrollment Program
  - https://step.state.gov/step/
- Travel.State.Gov – US Department of State
  - https://travel.state.gov/content/travel/en.html
- Passport to Trade – Business Culture
  - http://businessculture.org/business-culture/
- CDC
  - http://wwwnc.cdc.gov/travel/notices

Resources

- Bureau of Industry and Security (BIS)
  - https://www.bis.doc.gov/
  - Know Your Customer Guidance: http://www.bis.doc.gov/index.php/compliance-a-training/export-management-a-compliance/23-compliance-a-training/47-know-your-customer-guidance
  - Ten General Prohibitions: https://www.bis.doc.gov/index.php/forms-documents/doc_view/413-part-736-general-prohibitions
- Office of Foreign Assets Control (OFAC)
  - https://www.treasury.gov/about/organizational-structure/offices/Pages/Office-of-Foreign-Assets-Control.aspx
  - Sanctions List Search: https://sanctionssearch.ofac.treas.gov/