

**DRAFTING CLEARER CONTRACTS**

**Geneva & Hamburg**

April 2013

**AGENDA**

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|------------|--|
| 9:00 a.m.  | Introduction                                     |
| 9:10 a.m.  | The characteristics of optimal contract language |
| 9:20 a.m.  | The front and back of the contract               |
| 10:10 a.m. | Categories of contract language                  |
| 10:30 a.m. | Refreshment break                                |
| 10:45 a.m. | Categories of contract language, cont'd          |
| 11:20 a.m. | Layout   |
| 11:35 a.m. | Using defined terms                              |
| Noon       | Lunch break                                      |
| 1:00 p.m.  | Vagueness and ambiguity                          |
| 1:35 p.m.  | Selected usages                                  |
| 2:20 p.m.  | Drafting as writing                              |
| 2:30 p.m.  | Refreshment break                                |
| 2:45 p.m.  | Bringing it all together—<br>drafting exercises  |
| 3:45 p.m.  | Effecting change                                 |
| 4:00 p.m.  | Seminar concludes                                |