

**DRAFTING CLEARER CONTRACTS**

**[Host Organization]**

[Date]

**AGENDA**

9:00 a.m.	Introduction
9:10 a.m.	The front and back of the contract
9:35 a.m.	Categories of contract language
10:05 a.m.	Layout
10:15 a.m.	Refreshment break
10:30 a.m.	Using defined terms
10:50 a.m.	Ambiguity
11:10 a.m.	Select usages
11:40 a.m.	Drafting as writing
11:50 p.m.	Effecting change
Noon	Seminar concludes