

DRAFTING CLEARER CONTRACTS

Zurich

April 2015

AGENDA

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| 09.00 | Introduction |
| 09.20 | The front and back of the contract |
| 10.10 | Categories of contract language |
| 10.30 | Refreshment break |
| 10.45 | Categories of contract language, cont'd |
| 11.20 | Layout |
| 11.35 | Using defined terms |
| 12.00 | Lunch break |
| 13.00 | Ambiguity and vagueness |
| 13.30 | Selected usages |
| 14.15 | Drafting as writing |
| 14.30 | Refreshment break |
| 14.45 | Bringing it all together— drafting exercise |
| 15.45 | Effecting change |
| 16.00 | Seminar concludes |