

**DRAFTING CLEARER CONTRACTS**

**Beijing, Shanghai**

March 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         |
| 11.45 | Layout  |
| 12.05 | Using defined terms                             |
| 12.30 | Lunch break                                     |
| 13.30 | Ambiguity and vagueness                         |
| 14.10 | Selected usages                                 |
| 15.00 | Refreshment break                               |
| 15.15 | Drafting as writing                             |
| 15.30 | Bringing it all together—<br>drafting exercises |
| 16.40 | Effecting change                                |
| 17.00 | Seminar concludes                               |