

DRAFTING CLEARER CONTRACTS

Beijing, Shanghai, Hong Kong

March 2016

AGENDA

- | | |
|-------|---|
| 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—
drafting exercises |
| 16.40 | Effecting change |
| 17.00 | Seminar concludes |