



Drafting Clearer Contracts

Beijing: 8 March, 2016 | Shanghai: 10 March, 2016 | Hong Kong: 11 March, 2016

Contract drafting is a vital function at law firms and companies!

In this seminar, Ken Adams will show you how to draft contracts that clearly express the intent of the parties. The focus is not on what you say in a contract, but how you say it.

This day-long seminar explores how to draft contracts that express contract terms clearly and effectively, thereby saving time and money, enhancing competitiveness, and reducing risk. Ken uses throughout examples drawn from actual contracts. Rather than simply lecturing, he uses questions and drafting exercises to encourage participation.



Presented By

Kenneth A. Adams (New York)

— Consultant, Speaker and Author of

A Manual of style of Contract Drafting

— Adjunct Professor at Notre Dame Law School

Ken Adams occupies a unique position in the field of contracts, in that he's the only commentator to focus on the building blocks of contract language.

According to the Canadian periodical *The Lawyers Weekly*, "**In the world of contract drafting, Ken Adams is the guru.**" As part of its "Legal Rebels" project, in September 2009 the *ABA Journal*, the flagship magazine of the American Bar Association, named Ken one of its initial group of fifty leading innovators in the legal profession.

In 2014, the Legal Writing Institute awarded its **2014 Golden Pen Award** to Ken to recognize "his exemplary work in contract drafting".

Ken was raised in Europe and Africa, so **he's attuned to the particular challenges non-native English speakers** can face when dealing with traditional contract language. After graduating from the University of Pennsylvania Law School in 1989, Ken practiced corporate law in New York and Geneva, Switzerland, with major U.S. law firms.

For more information about Ken, go to www.adamsdrafting.com.

What You'll Learn

- Practical skills from the industry leader
- The problem with mainstream contract language
- How efficient contract drafting can benefit your business
- The basics of rigorous contract language and layout
- Why revising your contract process can improve contract language

Who Should Attend

This seminar would be valuable for anyone who drafts, negotiates, reviews, or interprets contracts, whether a lawyer, contract-management professional, or paralegal; whether in-house or in private practice; whether junior or more senior; and whether a native or non-native English speaker.

Organized By



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Workshop Agenda

9.00 Introduction

- > The state of contract drafting
- > Costs and causes of deficient drafting
- > Goals for the program

9.20 The front and back of the contract

- > Title and introductory clause
- > Function and layout of recitals
- > Traditional recital of consideration

10.10 Categories of contract language

- > Different categories of contract language and their function
- > How to state obligations
- > Difference between obligations and conditions

10.30 Refreshment break

10.45 Categories of contract language, cont'd

11.45 Layout

- > How to present sections, subsections, and enumerated clauses
- > Using Adams's enumeration scheme
- > Issues of typography

12.05 Using defined terms

- > Two kinds of definitions
- > Role of the definition section
- > Using an index of definitions

12.30 Lunch break

13.30 Ambiguity and vagueness

- > Different kinds of ambiguity
- > How to avoid them
- > The role of vagueness

14.10 Selected usages

- > Problematic words and phrases
- > Clearer alternatives

15.00 Refreshment break

15.15 Drafting as writing

- > Some general principles of good writing

15.30 Bringing it all together

- > Drafting exercises

16.40 Effecting change

- > The individual
- > The organization

17.00 Seminar concludes

Testimonials From Past Attendees

It bought great and new resource for Chinese lawyers

Ms. Liu, Senior Counsel, BMW China

The content is good and well organized. It Reminded me many problems when we draft and review contract.

Carole, Senior Associate DLA, Hong Kong

Very Helpful! Especially for us non-native speakers

Mavis, Associate, Ashurst

The Seminar is Excellent and helpful for my work

Yan, Partner, Lungtin

The best contract drafting training I have ever participated, good view of all word using in daily contract

Sandy, Legal Counsel, Gemalto China

I like the drafting exercises, interesting and challenging

Laura, Corporate Counsel, Marriott China

The exercises that we worked through together were a valuable part of the seminar. Ken is a great speaker—he kept the room engaged and made the seminar interesting. I know that I'll be implementing most of the drafting suggestions in my day-to-day work as a corporate associate. Thank you for a great seminar.

Shelly L. Shaw · Associate ·

Brown Rudnick LLP

An excellent presentation. Quite eye opening—it eliminated some of the myths of archaic drafting. That was very helpful.

David Holmes · Associate ·

Miller Thomson LLP

Ken Adams's seminar is a superb course. It absolutely is useful in international commercial business, and it's superior to any other course I have participated in.

Troels Libak Stollberg, Legal Director,

Carlsberg Supply Company AG

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Yes! I would like to register

To Register:

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Bank Transfer in RMB

Bank Transfer To

希仕会务咨询（上海）有限公司

银行帐号: 03470300040000657

开户行: 中国农业银行上海碧云路支行

China Tax Invoice 税务发票:

公司: _____

地址: _____

收票人: _____

电话: _____

Bank Transfer in Other Currency

Bank Transfer To

SiS Conference Consulting (HK) Limited

Account Bank: HSBC Bank

Account No: 652-237371-838

SWIFT Code: HSBCHKHHHKH

Bank Code: 004

Workshop Fees

Standard Rate: RMB 4,880 or HKD 6,088 per person

Early-Bird: **RMB 4,380 HKD 5,388 per person or (By Jan 31, 2016)**



Each participant will receive one free copy of Ken Adams's book,
A Manual of Style for Contract Drafting

I would like to add ___ more copies of book, RMB 500 per book

Location

March 8, Beijing (Venue TBA)

March 10, Shanghai (Venue TBA)

March 11, Hong Kong (Venue TBA)

1st DELEGATE

Beijing Shanghai Hong Kong

NAME _____ POSITION _____

ORGANIZATION _____

ADDRESS _____

PHONE _____

2nd DELEGATE

Beijing Shanghai Hong Kong

NAME _____

POSITION _____

PHONE _____

EMAIL _____

3rd DELEGATE

Beijing Shanghai Hong Kong

NAME _____

POSITION _____

PHONE _____

EMAIL _____

Booking Conditions

- Bookings are confirmed when we send a written booking confirmation. Booking confirmations will normally be sent by email. If you have not received a booking confirmation before the course starts, it's the delegate's responsibility to contact the provider to confirm the booking..
- The entire course fee must be paid within 10 working days after receiving booking confirmation.
- If you wish to cancel a paid up booking please notify us in writing up to 10 days before the event date and a credit voucher valid for 1 year will be issued to you for the full amount paid. If you prefer, you may request a refund of fees paid less a 25% service charge. No credits or refunds will be given for cancellations received after 10 days before the event date.
- Alternatively, if you cannot attend a booked course, we must receive written notification at last 24 hours before the commencing time of the course and then you may transfer your booking to a replacement delegate.
- Delegates are responsible for any bank charges and additional expenses incurred as a result of bounced cheques.
- The course will be cancelled if a No.8 typhoon or black storm warning is raised within 2.5 hours before the start of course registration or is due to be raised during the course. If the is cancelled due to poor weather, the course will be rescheduled or a credit voucher will be issued. No refunds will be given.