

DRAFTING CLEARER CONTRACTS

Asia

2020

AGENDA

Day 1

- 9.00 Introduction
- 9.30 The front and back of the contract
- 10.00 Categories of contract language
- 10.30 Break
- 10.40 Categories of contract language, cont'd
- 11.25 Layout
- 11.35 Using defined terms
- 12.00 End of Day 1

Day 2

- 9.00 Ambiguity
- 9.35 Select usages
- 10.15 Drafting as writing
- 10.30 Refreshment break
- 10.45 Bringing it all together—
drafting exercise
- 11.45 Effecting change
- 12.00 End of Day 2