

DRAFTING CLEARER CONTRACTS

[Host Organization]

[Date]

AGENDA

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| 9:00 a.m. | Introduction |
| 9:20 a.m. | The front and back of the contract |
| 10:10 a.m. | Categories of contract language |
| 10:30 a.m. | Refreshment break |
| 10:45 a.m. | Categories of contract language (cont.) |
| 11:20 a.m. | Layout |
| 11:35 a.m. | Using defined terms |
| Noon | Lunch break |
| 1:00 p.m. | Ambiguity and vagueness |
| 1:30 p.m. | Selected usages |
| 2:10 p.m. | Drafting as writing |
| 2:30 p.m. | Refreshment break |
| 2:45 p.m. | Bringing it all together—
drafting exercises |
| 3:45 p.m. | Effecting change |
| 4:00 p.m. | Seminar concludes |