

**DRAFTING CLEARER CONTRACTS**

**[Host Organization]**

[Date]

**AGENDA**

- |            |   |
|------------|---|
| 8:30 a.m.  | Introduction                            |
| 8:50 a.m.  | The front and back of the contract      |
| 9:30 a.m.  | Categories of contract language         |
| 10:00 a.m. | Refreshment break                       |
| 10:15 a.m. | Categories of contract language (cont.) |
| 10:40 a.m. | Layout                                  |
| 10:55 a.m. | Using defined terms                     |
| 11:15 a.m. | Ambiguity and vagueness                 |
| 11:45 a.m. | Break for serving lunch                 |
| Noon       | Selected words and phrases              |
| 12:35 p.m. | Drafting as writing                     |
| 12:45 p.m. | Effecting change                        |
| 1:00 p.m.  | Seminar concludes                       |