

**DRAFTING CLEARER CONTRACTS**

**[Host Organization]**

[Date]

**AGENDA**

- |            |                                    |
|------------|------------------------------------|
| 9:00 a.m.  | Introduction                       |
| 9:20 a.m.  | The front and back of the contract |
| 9:50 a.m.  | Categories of contract language    |
| 10:30 a.m. | Refreshment break                  |
| 10:40 a.m. | Ambiguity and vagueness            |
| 11:10 p.m. | Selected words and phrases         |
| 11:50 p.m. | Effecting change                   |
| Noon       | Seminar concludes                  |