A three-day practical programme

Drafting International Commercial Agreements in English

13-15 November 2019 • 18-20 March 2020  London

Master the techniques for drafting clear and concise commercial agreements in English

This highly experiential programme will help lawyers working in international business to:

• Use plain English to draft concise clauses
• Simplify complex sentences to reduce ambiguity
• Use technical vocabulary accurately to draft precise standard clauses
• Apply the correct grammatical forms to write with clarity and precision
• Understand the impact of choice of law to contract cross-border with confidence
• Know the differences between American and British English to apply the correct terms

INCLUDES: Practical writing, review and feedback sessions throughout

“I really enjoyed the training and I learned a lot. More than I expected. The content was good. Good mix of language/grammar/spelling exercises and drafting exercises. Lots of opportunity to ask questions and to discuss plenary. Engaging speaker.”
Marjon Vloedbeld, Randstad Holding nv

“Alan is a great speaker with lots of relevant experience, energy, motivation and a good sense of humour. I really enjoyed the training.”
Tinneke De Boeck, Terumo Europe nv

“Very useful and well organised.”
Maria Stefania de Antis, Legal Expert, Eurocontrol

“Very intensive and interactive course.”
Stéphane Adam, Head of Legal for Western Europe Region – IBFS, Societe Generale

“Very knowledgeable and engaging.”
Marjon Vloedbeld, Randstad Holding nv

Please bring your laptop to this event for use in the practical exercises

BOOK BEFORE 26 September 2019 and SAVE €420/£300!
Drafting International Commercial Agreements in English


Why should you attend this programme?

Most international agreements are drafted in the English language irrespective of the nationality of contracting parties. Language errors in the text and unclear and inconcise phrasing cause confusion and can ultimately lead to a dispute if they go unnoticed. Gain a comprehensive understanding of the common pitfalls, key areas of risk and up-to-date drafting techniques in English to ensure you protect your organisation against unnecessary risk.

What are the objectives of this programme?

• Learn how to recognise drafting inaccuracies to effectively redraft poorly written clauses
• Draft effective standard clauses that can be used across the organisation to manage exposure to legal risk
• Understand the principles of using plain English within your contract to reduce uncertainty
• Focus on agreement structure, linguistic clarity and accuracy to draft with confidence
• Discover how to avoid over-complex sentences and structures to limit the risk of dispute
• Develop more effective legal writing skills that can be used in all your business communications

Who should attend?

• Lawyers working in industry and government
• Lawyers in banks and financial institutions
• Lawyers in private practice
• Lawyers and corporate executives involved in the drafting of contracts in English

The course will provide an enhanced understanding of Anglo-American drafting techniques and an ability to draft clearly, accurately and unambiguously.

Practical applied training

This programme is a highly interactive skills-based course offering in-depth and hands-on training on the understanding and drafting of international commercial agreements in English. The entire programme is built around practical learning in small groups under the guidance of the expert trainer. The practical sessions require the use of your laptop so please bring yours with you to get the most from this event. The programme delivered will be adjusted according to the prevailing requirements of the delegates involved. Each participant will receive clear guidelines with regards to the structure, formation and content to be used in exercises throughout the programme.

Expert trainer

Alan Simmons LLB (Hons) in Law with French LLM, RSA CETEFLA. Alan is a highly experienced trainer of legal English who has been working with international lawyers across the globe for over 20 years to enhance their skills at drafting concise and watertight clauses in the English language. He qualified as a solicitor in England and has passed the New York Bar with a view to becoming a US qualified lawyer. He studied law in the UK, Strasbourg and the European University in Florence and then went on to train as a solicitor in an international law firm and practised commercial law in London. He has used this experience to successfully train legal staff from junior counsel to judges in all elements of international commercial law across the world. Alan is a dynamic trainer and applies a highly interactive style to ensure complete understanding and an enjoyable learning experience.

Dates and venue

13-15 November 2019
18-20 March 2020
The Rembrandt Hotel
11 Thurloe Place
London SW7 2PS
Tel: +44 (0) 20 7795 8100
Web: www.sarova-rembrandthotel.com

The Rembrandt Hotel is opposite London’s Victoria and Albert Museum (V&A) and within a ten-minute walk of the Natural History Museum, Science Museum, Hyde Park, Harrods and the Royal Albert Hall. The location is superb – surrounded by restaurants, bars, shops and cultural attractions. The venue’s beautifully modernised Edwardian rooms were originally apartments for Harrods. You can stroll to South Kensington underground station in five minutes. From here, District, Circle and Piccadilly Tube lines take you straight to the City of London, Heathrow Airport and mainline train stations including Paddington and Victoria.

Accommodation

We have arranged a preferential rate for accommodation at this venue. To take advantage of this, please contact reservations_rembrandt@sarova.com and quote FALCON. There are limited rooms available at this rate so please book early.

For alternative accommodation solutions, please visit our website: falconbury.co.uk/accommodation

Schedule

Registration on day one is at 09.00. The programme starts at 09.30 each day and ends at 17.00 on days one and two and 16.00 on day three to allow time to travel home.

Two 15-minute refreshment breaks and one hour for lunch will be scheduled each day.

‘Alan Simmons is an excellent individual with amazing teaching skills.’
Radhika Mahass

‘This was a great training. Thanks to the speaker’s interactive approach you have the opportunity to learn a lot on contract drafting, legal vocabulary, punctuation and grammar… The training is useful for non-native speakers. Tips and tricks are included in the training material.’
Tinneke De Boeck, Terumo Europe nv

‘Very good speaker, friendly with a lot of knowledge and patience. Practical, hands-on course. Excellent.’
Elisabeth Bertheux, Intersnion HeadQuarters BV

In-house training

This exceptional training programme can be run for your whole in-house legal or contracts department at your offices or at any location of your choice. Running this event as an in-house programme is a cost-effective way of training five or more executives from your organisation. Our experts come to you, saving on the accommodation and flight costs for delegates on a public event.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact Aleksandra Beer on +44 (0)20 7729 6677 or email inhouse@falconbury.co.uk

Three easy ways to book

falconbury.co.uk
The programme

Day one
Drafting contracts in clear English

• How to structure clauses
• Using the language of obligation and discretion accurately: shall, may and must
• Avoiding old-fashioned language
• Effective use of provisos and exceptions (eg “provided that” and “notwithstanding”)

Structure and terminology of contracts

• Applying the key elements, terms, phrases and structures
• Preamble
• Recitals
• Performance related clauses
  – Force majeure
  – Liquidated damages
  – Governing law, etc
• Boilerplate or standard clauses
  – Amendment
  – Assignment
  – Severability, etc

PRACTICAL EXERCISE: DRAFTING STANDARD CLAUSES IN ENGLISH

During this practical session, participants will apply the principles above to redrafting a range of clauses from international commercial agreements. Both individual and group work exercises will be undertaken with results reviewed in a group forum and constructive feedback and guidance supplied by the expert trainer.

PRACTICAL EXERCISE: LEGAL VOCABULARY

During this session, participants will work through exercises both individually and in groups to develop their knowledge of legal terminology.

Day two
Email and letter writing with precision and clarity

• Different types of written communication and their appropriate use
• Examples of standard opening and closing
• Differences between semi-formal and informal register
• Structuring a letter of advice
• Differences between British and American English

Principles of proof reading legal documents

Participants will carry out exercises in which they have to identify and correct a series of errors in legal correspondence and memoranda including:
• Grammar
• Punctuation
• Spelling

Contract drafting

Following a review of the principles of clear drafting taught during day one, the participants will develop these skills further by redrafting more complex clauses whilst making necessary amendments to protect the interests of one of the parties.

Legal vocabulary

There will be a series of exercises to develop the knowledge of the participants of legal vocabulary including the differences between British and American English.

Delegate contributions

All participants are invited to bring with them examples of their own work/contracts, edited to ensure confidentiality, for review by the expert trainer. Constructive feedback will be given in each case. (NB: Because of time constraints, it will not be possible to review entire agreements or extensive sections. Participants are requested to limit their contributions to selected clauses or short sections.)

Day three
Advanced drafting skills

Participants will be working in small teams to draft a number of clauses from scratch based on written instructions.

The clauses will be taken from the following types of agreements:
• License agreement
• Distribution agreement
• Share purchase agreement
• Lease agreement
• Employment agreement

Legal advice

Participants will also write letters of advice in relation to some of the clauses that they have redrafted during day one and day two.

The letters will seek to:
• Summarise the clause
• Point out to what extent the clause as currently drafted is not in the interests of their client
• Explain how the clause should be amended

Grammar

Exercises on the use of prepositions and countable nouns in a legal context.

‘Three intensive days, proactivity required (which is really appreciated) and excellent teacher!’
Alice Landrain, Valneva SE

‘All parts were helpful and very useful. All exercises were very interactive.’
Pilar Riviere, IOC Television & Marketing Services SA

‘Gives very useful advice, lively presentation and discussions on interesting topics.’
Maria Bülher, In-House Lawyer, Ciba Vision

‘Very useful. Excellent speaker.’
Mirela Pop, Economist, SNTGN Transgaz SA

‘I think it was a very good and structured course based on practical examples and practical issues.’
Cosmina Hoffer, Legal Adviser, SNTGN Transgaz SA

Practical exercise sessions

The practical exercise sessions require the use of your laptop.

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To book online go to: falconbury.co.uk/13

Dates and venue

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Three ways to book

- falconbury.co.uk
- bookings@falconbury.co.uk
- +44 (0)20 7729 6677

Fees and payment

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<th>Early booking discount</th>
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Payment options

1. Invoice which can be paid by bank transfer or credit/debit card.
2. Online through our secure website when registering.

Run this programme in-house for your whole team

Coming to Falconbury for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

To find out more, please visit falconbury.co.uk

RECEIVE A FREE IN-HOUSE CONSULTATION

To get a FREE consultation and to find out how we can work with you, please call Aleksandra Beer, our in-house training expert, on +44 (0)20 7729 6677 or email inhouse@falconbury.co.uk

A little bit of ‘Small Print’

FEE

The fee includes all meals and refreshments for the duration of the course and a complete set of course materials. If you have any particular requirements, please advise customer services when booking.

PLEASE NOTE

Falconbury Ltd reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is canceled, Falconbury will refund the registration fee and disclaim any further liability.

The rest of the ‘Small Print’, the event cancellation policy and the terms and conditions are on our website, please visit falconbury.co.uk/content/terms-and-conditions