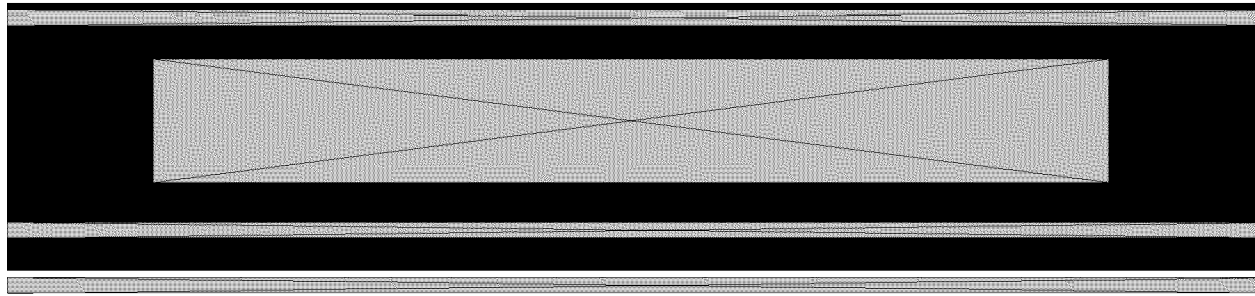


**To:** Dravis, Samantha[dravis.samantha@epa.gov]  
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**Who Should Attend?** Corporate counsel, in-house counsel, general practice attorneys, commercial attorneys, transactional attorneys.

**WHAT YOU'LL LEARN****Session 1 (November 28, 2017):**

- The essential components of almost any commercial contract.
- Boilerplate: what's essential, what's only nice, and what is simply "bloat."
- Dispute resolution: the pros and cons of all the options.
- Term and termination provisions.
- Warranties, waivers, indemnities and insurance coverages.

**Session 2 (December 5, 2017):**

- Conditional language: conditions precedent and conditions subsequent.
- Requirement contracts: avoiding illusory agreements.
- Objective v. subjective standards of adequate performance.
- Periodic "progress" payments.
- Licenses: exclusive v. non-exclusive; global v. geographic; perpetual v. time-limited.

**Session 3 (December 12, 2017):**

- When attachments are useful and/or preferable.
- How to correctly reference and incorporate attachments and exhibits.
- Consequences of failure to attach, incorporate or otherwise reference related policies, procedures, and representations.
- When predecessor or contemporary contracts must/should be cross-referenced.
- Implied incorporation: federal, state and local laws and regulations; third party beneficiaries; common law considerations.

**Session 4 (December 19, 2017):**

- The basics of alternative dispute resolution: mediation and arbitration.
- The pros and cons of going to court.
- When renegotiation holds out hope and how to approach it.
- Contract interpretation: whose feet get held to the fire in the face of ambiguity?

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Your conference leader for **Keys to Successful Contract Drafting: Four-Session Series on Crafting an Agreement That Protects Your Interests Now and When Something Goes Wrong** is Dr. Jim Castagnera, Esq. Dr. Castagnera holds a JD and a PhD from Case Western Reserve University. He was a labor/employment and IP lawyer with a major Philadelphia law firm for a decade before becoming Rider University's legal counsel for academic affairs. For the past 20 years in that capacity, his duties have included drafting, reviewing and enforcing labor and employment contracts; internship, affiliation and student-exchange agreements; government grants and contracts, and international memorandums of understanding. He has taught law at the Wharton School of the University of Pennsylvania, the Widener University Law School, and (currently) the Drexel University School of Law. He has published 19 books, including the Employment Law Answer Book: Forms and Worksheets (Wolters Kluwer), a 1200-page compendium of model contracts and policies, including executive-compensation, termination, non-compete and confidentiality, and sales-representative agreements.

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