



## RESPONDEK & FAN LTD

### DRAFTING & NEGOTIATING INTERNATIONAL COMMERCIAL CONTRACTS

Enhance your skills in a key  
area of international  
business transactions!

When: Wednesday, 28 May 2008

Where: Park Hyatt Saigon

Time: 08.30 hrs - 17.30 hrs

Fee: USD 299

#### BENEFITS:

After attending the full-day seminar,  
delegates will be able to:

- have a good understanding of all important contract clauses
- adopt new techniques in negotiating and drafting contracts
- benefit from expert legal advice on a number of crucial contract questions
- maximize contract potential and minimize risks from poor contract drafting
- reduce future legal fees by improved in-house contract drafting capabilities



Dr. Andreas Respondek



Ms. Nguyen Giao Thuy

#### TOPICS COVERED

- \* Systematic review and analysis of all essential general contract clauses
- \* Pre-contract considerations to optimize your contract results
- \* Avoiding typical drafting pitfalls
- \* Thorough review of major international contract types, i.e.:
  - > Technology Transfer, License and Franchise Agreements
  - > Joint Venture Agreements
  - > Dispute Settlement Agreements
  - > Secrecy Agreements
  - > Distribution and Agency Agreements etc



#### RESPONDEK & FAN LTD

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# FULL ONE DAY PROGRAMME, Wednesday 28. May 2008

## Park Hyatt Saigon, 08.30 - 17.30 hrs

08.30 - 09.00	Registration of Delegates
09.00 - 09.10	Welcome of Delegates and outline of seminar
09.10 - 09.50	Effective Negotiation of International Contracts <ul style="list-style-type: none"><li>* Cross cultural communication skills</li><li>* Planning, negotiation and drafting stages</li><li>* Negotiation techniques</li></ul>
09.50 - 10.10	Basic legal concepts affecting International Contracts <ul style="list-style-type: none"><li>* Definition of contract</li><li>* Major legal systems and their influence on contracts</li><li>* Formation of contracts and freedom to contract</li><li>* Performance and interpretation of contracts</li><li>* Offer &amp; Acceptance</li></ul>
10.10 - 10.30	Networking Coffee Break
10.30 - 10.45	Effective Drafting of International Contracts <ul style="list-style-type: none"><li>* Contract characteristics</li><li>* Points to clarify before drafting</li><li>* Steps in the drafting process</li><li>* Contract administration</li></ul>
10.45 - 11.10	Pre-contractual documents and the structure of international contracts <ul style="list-style-type: none"><li>* Pre-contractual liability</li><li>* Letters of Intent, MoU's, Heads of Agreement</li><li>* General structure of international contracts</li></ul>
11.10 - 12.00	Typical contract clauses (1) (The Structure of International Contracts, Provision concerning parties, whereas clauses, definitions, payment terms and security for payment etc.)
12.00 - 13.15	LUNCH BREAK
13.15 - 13.45	Typical contract clauses (2) (Term, termination, notices, assignment, warranties, force majeure and hardship, liquidated damages and other penalties, entire agreement, arbitration, milestones etc.)
13.45 - 15.00	Special Treaties affecting International Contracts (Vienna Convention)
15.00 - 15.30	Networking Coffee Break
15.30 - 16.00	Joint Venture Contracts
16.00 - 16.30	Technology Transfer, License and Franchise Agreements
16.30 - 16.45	Confidentiality and Secrecy Agreements
16.45 - 17.00	Distribution and Agency Agreements
17.15 - 17.30	Dispute Settlement Agreements
17.30 - 17.45	Wrap up and summary; close of seminar

### FEES:

The full Registration Fee is USD 299 per person. This fee includes the costs for all sessions, luncheons, refreshments and seminar materials. Payment is required with registration and must be received prior to the conference to guarantee your participation.

### METHOD OF PAYMENT:

Please cross cheque or bank draft made payable to "Respondek & Fan Ltd" and mail your payment together with this registration to Respondek & Fan Ltd, 58 Dong Khoi Street, 5th. Fl., Suite 5.03, District 1, Satra Service Centre, Ho Chi Minh City, Vietnam.

Overseas delegates may pay by telegraphic transfer to Respondek & Fan Ltd's account:

Account No.: (VND Account) 001-329044-001 (USD Account) 001-329044-101, HSBC Ho Chi Minh City Branch. Level 2, The Metropolitan Tower. 235 Dong Khoi, District 2. HCM.

Kindly quote your company's name in your payment instruction.

### GROUP DISCOUNT:

For two or more participants from the same company, the fee per person is reduced to USD 190.

### CANCELATION, REFUND & TRANSFER:

A full refund less 10% administrative charge will be made for all cancellations that the organizer receives at latest by 05.05.2008. A complete set of conference documentation and a 50% refund will be given for cancellations received by 15.05.2008. We regret that no refund can be made for a cancellations received after 15.05.2008.

### CONFERENCE VENUE:

Park Hyatt Saigon 2 Lam Son Square, District 1 Ho Chi Minh, Vietnam

Phone: (84 8) 824 1234 Fax: (84 8) 822 5550

All registrations must be sent to the Organizer

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## RESPONDEK & FAN LTD

### About Respondek & Fan

Respondek & Fan is an International Law Firm with offices in Singapore, Bangkok and Ho Chi Minh City. Founded in 1998, the firm specializes in international business, commercial and corporate transactions, international contract law, arbitration and healthcare issues.

### Dr. Andreas Respondek

Dr. Respondek, has over 20 years of experience in international law practice and as Managing Director of various companies in Thailand, China and the Asia Pacific region. As the founder of Respondek & Fan he holds a Bachelor of Laws, a Master of Laws and a Ph.D. in law. He is admitted to the Bar in the USA (since 1983) and Germany (since 1986). Dr. Respondek is a Chartered Arbitrator and a lecturer at the German Institute of Science and Technology (Subsidiary of the TU Munich), Singapore. Dr. Respondek is fluent in German, English, French, Spanish and Chinese. He is on the Board of directors of various multinational companies in Singapore and Thailand.

### Ms Nguyen Giao Thuy

Ms Thuy is an Associate of Respondek & Fan and holds a Bachelor of Laws and is a member of the Bar Association of Ho Chi Minh City. Besides Vietnamese she is fluent in English and French. She specializes in corporate, commercial law and foreign investment.

## REGISTRATION FORM

Name	(Dr./ Mr./ Mrs./ Ms.)
Job Title	
Company	
E-mail	
Address	
City	
Postcode	
	Tel. No.: Fax. No.:

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