



RESPONDEK & FAN LTD

## **DRAFTING AND NEGOTIATING INTERNATIONAL COMMERCIAL AGREEMENTS**

A full day seminar organized by Respondek & Fan Ltd. in connection with the Thai Medical Device Suppliers Association on *Wednesday, February 12, 2003* at the Plaza Athenee Hotel – Bangkok. Speakers: **Dr. Andreas Respondek, Respondek & Fan Ltd;** Special Guest Speaker: **Dr. Joachim Oehler, CEO, The Concept Foundation, Bangkok**

### Seminar Schedule

- 09.00 – 09.05: **Welcome of Participants by Chairman**  
09.05 – 09.50: **Effective Negotiation of International Contracts** (definition of contracts; cross cultural communication skills, planning, negotiation and drafting stages; negotiation techniques)  
09.50 – 10.10: **Basic Legal Notions** (major legal systems and their influence on contracts; formation of contracts and freedom to contract; performance and interpretation of contracts)
- 10.10 – 10.25: Coffee Break*
- 10.25 – 10.45: **An approach to contract drafting** (contract characteristics; points to clarify before drafting; contract administration)  
10.45 – 11.10: **Pre-contractual documents and the structure of contracts** (Letters of Intent, Memoranda of Understanding, Heads of Agreement; general structure of contracts)  
11.10 – 12.00: **Typical contract clauses (I)** (provisions concerning parties, whereas clauses, definitions, payment terms and security for payment)
- 12.00 – 13.00: Lunch Break*
- 13.00 – 13.30: **Typical contract clauses (II)** (term, termination, notices, assignment, warranties, force majeure and hardship, liquidated damages, entire agreement, arbitration, milestones)  
13.30 – 13.45: **Special regulations affecting international contracts** (Vienna Convention)  
13.45 – 14.15: **License Agreements**  
14.15 – 14.45: **Distribution and Agency Agreements**
- 14.45 – 15.05: Coffee break*
- 15.05 – 15.30: **Joint Venture Agreements**  
15.30 – 16.00: **Secrecy Agreements**  
16.00 – 16.30: **Toll Manufacturing Agreements**  
16.30 – 17.00: **Dispute Settlement Agreements**  
17.00 – 17.10: **Wrap-up and summary; close of seminar**

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