

## **Contract Conditions Seminar – Sample Agenda**

### **9.00 Forming the Contract**

Legal Requirements of a Contract  
Offer & Acceptance, Battle of the Forms  
Letters of Intent/Instructions to Proceed  
Emails

### **10.00 Defects Liability**

Express & Implied Terms  
Collateral Warranties  
Representations  
General Defects Liability Provisions  
Contractual Warranties

### **10.45 Refreshments Break**

### **11.05 Delay Liabilities**

Liquidated & Unliquidated Damages  
Penalty Clauses  
Time of the Essence  
Extensions of Time & Force Majeure

### **11.50 Collateral Contracts**

What They Are and How They Work  
Points to Note and Issues to Deal With

### **12.25 Lunch**

### **1.25 Limitations and Exclusions of Liability**

The Unfair Contract Terms Act  
Typical Approach to Limitations and Exclusions  
Some Dos and Dons

### **2.00 Contract Management Issues**

Contract Administration  
Dealing with Variations  
Contract Programmes  
Disputes Procedures

### **3.00 Refreshments Break**

### **3.15 Case Studies & Open Forum**

### **4.15 Summary**

### **4.30 Seminar Ends**

*Please note this is a sample agenda and content can be tailored to your specific needs.*