

# Business Document Drafting Series

*Co-sponsored by the New Lawyers Subsection of the CBA Business Law Section,  
and the Young Lawyers Divisions of the Colorado and Denver Bar Associations*

**SIX PROGRAMS BEGINNING MARCH 14, 2018**

**Pick &  
Choose the  
Programs You  
Wish to  
Attend!**

PROGRAM SCHEDULE:

**1**

**Introduction to Transactional Document Drafting**

Live in Denver: **March 14, 2018** • Video Replay: April 5, 2018

**2**

**First Money In: Considerations for Drafting Early-Stage Financing Documents**

Live in Denver: **March 28, 2018** • Video Replay: April 19, 2018

**3**

**Drafting LLC Agreements**

Live in Denver: **April 11, 2018** • Video Replay: May 3, 2018

**4**

**Drafting Business Acquisition Documents and Other Related Documents**

Live in Denver: **April 25, 2018** • Video Replay: May 17, 2018

**5**

**Drafting Compensation and Other Employment Agreements**

Live in Denver: **May 9, 2018** • Video Replay: May 31, 2018

**6**

**Five Things You Must Know Before Drafting (i) Intellectual Property, (ii) Privacy, and (iii) Data Security Provisions**

Live in Denver: **May 23, 2018** • Video Replay: June 14, 2018

All Live programs will be at the **CBA-CLE Classroom** • 1900 Grant Street, Suite 300, Denver, CO  
Video Replay Locations: Denver, Colorado Springs, and Grand Junction  
Each Program is Submitted for 2 General CLE Credits

**REGISTER ONLINE!**  
Go to [www.cba-cle.org](http://www.cba-cle.org)

# Business Document Drafting Series

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## Back by Popular Demand - Our Business Document Drafting Series!

Registration is flexible. You can sign up for any of the programs individually or you can sign up for the entire or most of the series and save with our series package discount.

### SIX PROGRAMS TO CHOOSE FROM:

- 1 Introduction to Transactional Document Drafting**
- 2 First Money In: Considerations for Drafting Early-Stage Financing Documents**
- 3 Drafting LLC Agreements**
- 4 Drafting Business Acquisition Documents and Other Related Documents**
- 5 Drafting Compensation and Other Employment Agreements**
- 6 Five Things You Must Know Before Drafting (i) Intellectual Property, (ii) Privacy, and (iii) Data Security Provisions**

Each program is 100 minutes in length, ensuring that you receive the important drafting training you want, while maximizing the use of your time. In addition, each program includes valuable written materials that you will refer to time and time again.

Don't just acquire CLE credits, acquire practical skills and knowledge you can immediately use in your practice – register for the Business Document Drafting Series today!

### ATTEND AND YOU WILL:

- Acquire Practical, Immediately Useful Drafting Skills
- Better Understand Agreements that You are Regularly Hired to Draft
- Receive the Expert Advice of Experienced Business Law and Writing Experts
- Add Useful Tools to Your Business Document Toolbox

### SCHEDULE FOR EACH PROGRAM:

*All live, webcast and video replay programs run from 8:00 - 9:40 am*

- Registration begins at 7:30 am
- Program begins at 8:00 am
- Program ends at 9:40 am

### LIVE PROGRAM LOCATION:

- All Live programs will be held at the **CBA-CLE Classroom**, 1900 Grant Street, Suite 300, Denver, CO

### VIDEO REPLAY LOCATIONS:

- **Denver:** CBA-CLE Classroom, 1900 Grant Street, Suite 300
- **Colorado Springs:** 421 S. Tejon Street, Suite 100
- **Grand Junction:** 1250 E. Sherwood Drive

*Each Program is Submitted for 2 General CLE Credits*

1

### **Introduction to Transactional Document Drafting**

**Live in Denver: March 14, 2018** • Video Replay: April 5, 2018

*Presented by **Amy Bauer, Esq.**, Legal Writing Professor, University of Colorado Law School*

Your expert presenter will provide you with the general components of drafting transactional contracts and developing the critical skills necessary for effectively writing and organizing such contracts. Those of you who are seasoned lawyers, but new to the field of transactional work may also find this program helpful to expand and sharpen your contract drafting skills. Included are tips on successfully identifying and drafting the main components of a contract, such as recitals, representations, warranties, covenants and conditions.

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2

### **First Money In: Considerations for Drafting Early-Stage Financing Documents**

**Live in Denver: March 28, 2018** • Video Replay: April 19, 2018

*Presented by **Mystery Murphy, Esq.**, and **Mike Nelson, Ph.D., Esq.**, Cooley LLP*

This program will introduce you to the most commonly-used documents in early-stage corporate financing transactions – including convertible promissory notes, simple agreements for future equity (SAFEs), and series seed preferred stock financings agreements. You will learn the similarities and differences between each type of agreement, and the principal legal and business considerations that influence which type of agreement to use in a particular situation. The major practice points for drafting and reviewing such documents, and how the main provisions of each affect companies and investors will also be covered for you.

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3

### **Drafting LLC Agreements**

**Live in Denver: April 11, 2018** • Video Replay: May 3, 2018

*Presented by **Adam M. Cohen, Esq.**, Holland & Hart LLP*

Limited liability companies have become the most popular choice of entity for your business clients. Let your expert presenter help you learn the key provisions and issues in drafting a limited liability company agreement as well as their nuances. Learn how to address the new partnership tax audit regime, manager versus member management, capital contributions, allocations and distributions, tax matters, liquidation, and more. Model Operating Agreement is included. Attend and come away with valuable information and practical tips on drafting an effective LLC agreement.

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4

### **Drafting Business Acquisition Documents and Other Related Documents**

**Live in Denver: April 25, 2018** • Video Replay: May 17, 2018

*Presented by **Albert Givray, Esq.**, Davis Graham & Stubbs, LLP*

This program introduces you to the principal documentation used in business acquisitions. In addition to learning how to ask the right questions so you can focus on solving the right problems when you document the deal, you will learn about the importance of confidentiality agreements, the pros and cons of letters of intent, how to draft for things you will almost assuredly find during due diligence process, how to anticipate some basic tax structuring alternatives in your drafting, how to draft for the closing, and, throughout all this, how to become a "deal maker" instead of a "deal breaker." Finally, you will learn about the principal provisions in an acquisition agreement, what to look for when reviewing the document, and what you can worry about less than you might think so at first.

5

**Drafting Compensation and Other Employment Agreements**

**Live in Denver: May 9, 2018** • Video Replay: May 31, 2018

Presented by **Gillian McKean Bidgood, Esq.**, Polsinelli PC, and **Elizabeth H. Bray, Esq.**, Polsinelli PC

Learn about the various agreements employers enter into with their current and former employees. Learn about the mechanics of these agreements, the legal parameters that apply to these agreements, how employers use these agreements to protect intellectual property and retain key employees, and the challenges posed by M&A activities. Our experienced practitioners will also teach you about the important provisions in executive compensation agreements, including change in control provisions, non-compete and other restrictive covenants, and separation agreements.

6

**Five Things You Must Know Before Drafting (i) Intellectual Property, (ii) Privacy, and (iii) Data Security Provisions**

**Live in Denver: May 23, 2018** • Video Replay: June 14, 2018

Presented by **Ryan Arney, Esq.**, Davis Graham & Stubbs LLP, **Trent Martinet, Esq.**, Davis Graham & Stubbs LLP, **Deborah Shinbein Howitt, Esq.**, Bryan Cave, and **Christopher M. Achatz, Esq.**, Bryan Cave

Moderated by **Otto Miguel Hanson, Esq.**, Davis Graham & Stubbs LLP

Gone are the days when a one-size-fits-all technology transaction agreement will adequately handle all of an organization's product and service offerings. Additionally, while many companies rely on a broad network of service providers to deliver increasingly complex products and services, using these service providers can also lead to significant legal concerns over intellectual property rights, privacy, and data security. Join Ryan Arney, Trent Martinet, Deborah Shinbein Howitt, and Chris Achatz as they discuss their top five drafting pointers when working through the complexity of intellectual property, privacy, and data security provisions.

**PROGRAM FACULTY**

**PROGRAM PLANNERS**

**Otto Miguel Hanson, Esq.**

Davis Graham & Stubbs LLP  
Denver, CO and

Co-Chair, New Lawyers Subsection  
CBA Business Law Section

**Rainer S. Scarton, Esq.**

Associate Corporate Counsel  
DISH Network L.L.C.

Englewood, CO, and  
Co-Chair, New Lawyers Subsection  
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**Deborah Shinbein Howitt, Esq.**

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Davis Graham & Stubbs, LLP  
Denver, CO

**Mystery Murphy, Esq.**

Cooley LLP  
Broomfield, CO

**Mike Nelson, Ph.D., Esq.**

Cooley, LLP  
Broomfield, CO

# Business Document Drafting Series – Pick and Choose the Programs You Wish to Attend!



**Register by PHONE**  
when using VISA, MC or AmEx  
In Denver: (303) 860-0608  
Toll-Free: (888) 860-2531



**Or FAX form to**  
when using VISA, MC or AmEx  
FAX to: (303) 860-0624



**Or MAIL form to**  
**CBA-CLE**  
1900 Grant St, Suite 300  
Denver, CO 80203-4303



**Or Register ONLINE**  
when using VISA, MC or AmEx  
Go to [www.cba-cle.org](http://www.cba-cle.org)

## PROGRAM ORDER FORM

### STEP 1 - SELECT THE PROGRAM(S) YOU WISH TO ATTEND:

- 1. Introduction to Transactional Document Drafting
- 2. First Money In: Considerations for Drafting Early-Stage Financing Documents
- 3. Drafting LLC Agreements
- 4. Drafting Business Acquisition Documents and Other Related Documents
- 5. Drafting Compensation and Other Employment Agreements
- 6. Five Things You Must Know Before Drafting (i) Intellectual Property, (ii) Privacy, and (iii) Data Security Provisions

### STEP 2 - SELECT THE PROGRAM FORMAT:

- Live Program:** CBA-CLE Classroom, 1900 Grant Street, Suite 300, Denver, CO
- Live Webcast:** Must have access to high-speed internet
- Video Replay** (select location):  Denver  Colorado Springs  Grand Junction

### STEP 3 - SELECT THE MATERIALS FORMAT:

- Digital Download via EMAIL (PDF sent 24-48 hrs. prior to the seminar)
- Printed Book (pick up at conference)

### STEP 4 - SELECT PAYMENT CATEGORY:

	Individual Program Pricing (per program)	Multi-Program Pricing (per program - 3 or more*)
<input type="checkbox"/> Non-member:	<input type="checkbox"/> \$99	<input type="checkbox"/> \$79
<input type="checkbox"/> CBA Member:	<input type="checkbox"/> \$89	<input type="checkbox"/> \$69
<input type="checkbox"/> CBA Business Law Section Member:	<input type="checkbox"/> \$79	<input type="checkbox"/> \$59
<input type="checkbox"/> CBA Young Lawyers Division member:	<input type="checkbox"/> \$69	<input type="checkbox"/> \$49
<input type="checkbox"/> DBA Young Lawyers Division member:	<input type="checkbox"/> \$69	<input type="checkbox"/> \$49
<input type="checkbox"/> <b>New Lawyer Edge:</b>	<input type="checkbox"/> <b>FREE</b>	<input type="checkbox"/> <b>FREE</b>
<input type="checkbox"/> <b>CLE Elite Pass Holder:</b>	<input type="checkbox"/> <b>FREE</b>	<input type="checkbox"/> <b>FREE</b>

\*MULTI-PROGRAM PRICING (Tuition is discounted if you register for and attend 3 or more programs. Online registration is not available for this option. Please call CLE to register for multiple programs, or download the registration form and scan, fax, mail, or email your form to CBA-CLE.)

**PROGRAM ORDER FORM TOTAL \$ \_\_\_\_\_**

## HOMESTUDY ORDER FORM

To receive full CLE credit you must purchase the course materials AND the recorded seminars. **PLEASE NOTE: MP3/VOD program recordings will be uploaded to your CLE Dashboard, or the Audio CD and printed book, will be shipped approximately 5-7 business days after EACH live program has concluded.**

### STEP 1 - SELECT THE PROGRAM(S) YOU WISH TO PURCHASE:

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### STEP 2 - SELECT DESIRED PRODUCT FORMAT:

- Video-On-Demand**
- MP3 Audio Download**
- Paper course materials & recorded homestudy on Audio CD**

### STEP 3 - SELECT PAYMENT CATEGORY:

	Individual Program Pricing (per program)	Price for Entire Series (6 Programs)
<input type="checkbox"/> Non-member:	<input type="checkbox"/> \$99	<input type="checkbox"/> \$479
<input type="checkbox"/> CBA Member:	<input type="checkbox"/> \$89	<input type="checkbox"/> \$419
<input type="checkbox"/> <b>New Lawyer Edge:</b>	<input type="checkbox"/> <b>FREE</b>	<input type="checkbox"/> <b>FREE</b>
<input type="checkbox"/> <b>CLE Elite Pass Holder:</b>	<input type="checkbox"/> <b>FREE</b>	<input type="checkbox"/> <b>FREE</b>

*NOTE: Shipping & handling only applies to orders you receive via mail. Materials will be mailed to you approximately 2 weeks after live program.*

Price \$ \_\_\_\_\_  
Shipping & Handling \$ 11.95  
Subtotal \$ \_\_\_\_\_

Applicable Sales Tax (7.62% Denver, 4% RTD and 2.9% rest of CO) \$ \_\_\_\_\_

**HOMESTUDY ORDER FORM TOTAL \$ \_\_\_\_\_**

Name \_\_\_\_\_ Atty. Reg. # \_\_\_\_\_

Firm/Organization \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

### PAYMENT INFORMATION:

Enclosed is my check made payable to **CBA-CLE**  VISA  MasterCard  AmEx



Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature (Required for credit card orders) \_\_\_\_\_

All registrations must include a check or charge card information. Mail to CBA-CLE, 1900 Grant St., Suite 300, Denver, Colorado 80203-4303. You may register by phone or fax when using MasterCard, Visa, or AmEx. Phone 303-860-0608 • Fax 303-860-0624

### CLE Use Only:

Check #: \_\_\_\_\_ Approval #: \_\_\_\_\_

**BUILD *Your* PRACTICE**

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