

Business Document Drafting Series 2020

Co-sponsored by the CBA Business Law Section

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 Transactional Attorneys and Business Litigators
- Gain Insights on How to Draft Contracts that Will Hold Up in Court and Will Make Business Transactions Happen

SIX SESSIONS BEGINNING MARCH 11, 2020

1. MARCH 11 – **Drafting LLC and Partnership Agreements**
2. MARCH 25 – **Drafting Corporate Entity and Shareholder Agreements**
3. APRIL 15 – **Drafting IP Licenses, Information Technology Contracts and Related Documents**
4. APRIL 22 – **Drafting Business Buy-Sell Agreements and Other Related Documents**
5. MAY 7 – **Drafting Compensation and Other Employment Agreements, Including Non-competes, Nondisclosure and Protection of Proprietary Business Info Agreements**
6. MAY 20 – **Business Document Drafting from a Litigation Perspective**

**SIGN UP
FOR ONLY
THE SESSIONS
YOU WANT
TO ATTEND**

**GET A
DISCOUNT FOR
3 SESSIONS
OR MORE**

Live sessions will be held at the
CBA-CLE Classroom
1290 Broadway, Suite 1700
Denver, CO

Each Session Has Been Submitted
for 2 General CLE Credits

REGISTER ONLINE NOW
@ www.cba-cle.org

Business Document Drafting Series 2020

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Registration for the Series is flexible. Sign up for any of the sessions individually or save with our Series package discount.

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

Acquire practical skills, materials, and knowledge you can immediately use in your practice – REGISTER today for the 2020 Business Document Drafting Series!

HERE'S WHAT YOUR COLLEAGUES HAVE SAID ABOUT PAST BUSINESS DOCUMENT DRAFTING SERIES' SESSIONS



"Excellent Presenters. Thorough and very informative."

"High level issue spotting."

"Very comprehensive and clear."

"Great discussion on the important terms in the docs."

"Excellent overview with the right amount of detail."

SIX SESSIONS BEGINNING MARCH 11, 2020

SCHEDULE

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

LOCATION

Live sessions will be held at the **CBA-CLE Classroom**
1290 Broadway, Suite 1700, Denver, CO

VIDEO REPLAY LOCATIONS

- **Denver:** CBA-CLE Classroom, 1290 Broadway, Suite 1700
- **Colorado Springs:** 421 S. Tejon Street, Suite 100
- **Grand Junction:** 1250 E. Sherwood Drive

Each Session Has Been Submitted for 2 General CLE Credits

REGISTER ONLINE @ www.cba-cle.org

Sessions

1 Drafting LLC and Partnership Agreements

Live Session and Live Webcast: **MARCH 11, 2020** • Video Replay: March 31, 2020

This session provides an overview of primary drafting considerations, including tax, transfer, management, and audit considerations, in LLC agreements. Learn about the key provisions and issues in drafting the LLC operating agreement, as well as how to prepare the Articles of Organization. We will also discuss the most important drafting issues for a partnership, such as capital and partnership interests, profit, loss, cash flow, management, and dissolution.

Presented by Eric J. Zinn, Esq., LL.M., M.B.A., M.S. I.S., M.S.F., Director, Graduate Tax Program, University of Colorado Denver, Business School, and of Counsel, Kutak Rock LLP

2 Drafting Corporate Entity and Shareholder Agreements

Live Session and Live Webcast: **MARCH 25, 2020** • Video Replay: April 14, 2020

Your expert introduces you to the nuts and bolts of corporate formation and key principles when drafting corporate entity and shareholder agreements, including how the different parts of the documents work together. You will also learn how to identify your client's needs, understand their goals, and how these get written into the documents.

Presented by Samuel Holland Edwards, Esq., Holland & Hart LLP, Denver, CO

3 Drafting IP Licenses, Information Technology Contracts and Related Documents

Live Session and Live Webcast: **APRIL 15, 2020** • Video Replay: April 28, 2020

Intellectual property and employees are often a business' most valuable assets. Learn the key provisions and issues in drafting technology transaction agreements, including licensing contracts, and what to look for when reviewing such documents. Similarities and differences between the different types of contracts, when to use what agreement, intellectual property rights, privacy and data security, and principal legal, and business considerations will be included in the discussion.

Presented by Peter J. Kinsella, Esq., and Nathan S. Hancock, Esq., Perkins Coie LLP, Denver, CO

4 Drafting Business Buy-Sell Agreements and Other Related Documents

Live Session and Live Webcast: **APRIL 22, 2020** • Video Replay: May 12, 2020

This session introduces you to the principal and related documentation used in drafting Buy-Sell Agreements and related provisions to govern the potential transfer of ownership interest within a business structure. Learn how to: (1) select the right structure for your clients, (2) determine and define the appropriate triggering events, (3) select and employ strategies for designing and drafting the appropriate valuation provisions, (4) identify and address spousal and estate issues, and (5) determine the questions to ask your clients. What you learn will also help you review buy-sell agreements drafted by others.

Presented by Deborah L. Bayles, Esq., Stinson LLP, Denver, CO

5 Drafting Compensation and Other Employment Agreements, Including Non-competes, Nondisclosure and Protection of Proprietary Business Information Agreements

Live Session and Live Webcast: **MAY 7, 2020** • Video Replay: June 2, 2020

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. You will also learn about the important provisions in executive compensation agreements, including change in control provisions, non-compete and other restrictive covenants, and separation agreements.

Presented by Gillian McKean Bidgood, Esq., Polsinelli PC, Denver, CO, and Meredith A. VanderWilt, Esq., Polsinelli PC, Dallas, TX

6 Business Document Drafting from a Litigation Perspective

Live Session and Live Webcast: **MAY 20, 2020** • Video Replay: June 16, 2020

NEW to this Series! A session devoted to helping you draft contracts that will stand up in court. Landmines transactional lawyers trigger, common traps, critical clauses, tips for creating the best defense or offense in your contracts, problem areas, and litigation realities will be discussed. The session will also touch upon how to guide your business client through litigation and to incorporate best contracting practices into your transactional practice.

Presented by Nicole Westbrook, Esq., Jones & Keller, Denver, CO, and Cash K. Parker, Esq., Hall & Evans LLC, Denver, CO

Save the dates for these upcoming CBA-CLE programs

■ APRIL 2, 2020 • Bankruptcy Spring Case Law Update

CBA-CLE Classroom, 1290 Broadway, Suite 1700, Denver, CO

■ APRIL 29, 2020 • Health Law Symposium

CBA-CLE Classroom, 1290 Broadway, Suite 1700, Denver, CO

■ SEPTEMBER 10-11, 2020 • Business Law Institute

The Ritz-Carlton, 1881 Curtis St., Denver, CO

Learn more about these programs online at www.cba-cle.org

Faculty

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University of Colorado Denver
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Denver, CO

Business Document Drafting Series 2020

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when using VISA, MC or AmEx.
(303) 860-0608 • Toll-Free: (888) 860-2531

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

 **Or MAIL form to**
CBA-CLE, 1290 Broadway,
Suite 1700, Denver, CO 80203

 **Or Register ONLINE**
when using VISA, MC or AmEx.
go to: www.cba-cle.org

SESSION ORDER FORM		
STEP 1 - SELECT THE SESSION(S) YOU WISH TO ATTEND		
<input type="checkbox"/> 1. Drafting LLC and Partnership Agreements <input type="checkbox"/> 2. Drafting Corporate Entity and Shareholder Agreements <input type="checkbox"/> 3. Drafting IP Licenses, Information Technology Contracts and Related Documents <input type="checkbox"/> 4. Drafting Business Buy-Sell Agreements and Other Related Documents <input type="checkbox"/> 5. Drafting Compensation and Other Employment Agreements, Including Non-competes, Nondisclosure and Protection of Proprietary Business Info Agreements <input type="checkbox"/> 6. Business Document Drafting from a Litigation Perspective		
STEP 2 - SELECT THE SESSION(S) FORMAT		
<input type="checkbox"/> Live Session: CBA-CLE Classroom, 1290 Broadway, Suite 1700, Denver, CO <input type="checkbox"/> Live Webcast: Must have access to high-speed internet <input type="checkbox"/> Video Replay (select location): <input type="checkbox"/> Denver <input type="checkbox"/> Colorado Springs <input type="checkbox"/> Grand Junction		
STEP 3 - SELECT THE MATERIALS FORMAT		
Because we are now a Certifiably Green Denver business, CBA-CLE will only print course books for those who request them, for a \$25 fee. <input type="checkbox"/> Digital Download via EMAIL (PDF sent 24-48 hrs. prior to the seminar) \$0 <input type="checkbox"/> Printed Book (Pick up at seminar).....\$25		
STEP 4 - SELECT PAYMENT CATEGORY		
	Individual Session Pricing (per session)	Multi-Session Pricing (per session - 3 or more*)
<input type="checkbox"/> CLE Elite Pass Holder:.....	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE
<input type="checkbox"/> New Lawyer Edge:.....	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE
<input type="checkbox"/> Paralegal/Support Staff:.....	<input type="checkbox"/> \$83	<input type="checkbox"/> \$63
<input type="checkbox"/> CBA Business Law Section Member:.....	<input type="checkbox"/> \$83	<input type="checkbox"/> \$63
<input type="checkbox"/> CBA Member:.....	<input type="checkbox"/> \$94	<input type="checkbox"/> \$74
<input type="checkbox"/> Non-Member:.....	<input type="checkbox"/> \$104	<input type="checkbox"/> \$84
*MULTI-SESSION PRICING (Tuition is discounted if you register for and attend 3 or more sessions. Online registration is not available for this option. Please call CBA-CLE to register for multiple sessions or download the registration form and scan, fax, mail or email your form to CBA-CLE.)		
SESSION ORDER FORM TOTAL \$ _____		

HOME STUDY ORDER FORM		
Please note that all home studies will be available approximately 2 weeks after the date of the LIVE session.		
STEP 1 - SELECT THE SESSION(S) YOU WISH TO PURCHASE		
<input type="checkbox"/> 1. Drafting LLC and Partnership Agreements <input type="checkbox"/> 2. Drafting Corporate Entity and Shareholder Agreements <input type="checkbox"/> 3. Drafting IP Licenses, Information Technology Contracts and Related Documents <input type="checkbox"/> 4. Drafting Business Buy-Sell Agreements and Other Related Documents <input type="checkbox"/> 5. Drafting Compensation and Other Employment Agreements, Including Non-competes, Nondisclosure and Protection of Proprietary Business Info Agreements <input type="checkbox"/> 6. Business Document Drafting from a Litigation Perspective		
STEP 2 - SELECT DESIRED PRODUCT FORMAT		
<input type="checkbox"/> Video-on -Demand Download (Digital Course Materials Included) <input type="checkbox"/> MP3 Audio Home Study Download (Digital Course Materials Included) <input type="checkbox"/> Recorded Audio CD with Printed Course Materials		
STEP 3 - SELECT PAYMENT CATEGORY		
	Individual Session Pricing (per session)	Multi-Session Pricing (per session - 3 or more*)
<input type="checkbox"/> CLE Elite Pass Holder:.....	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE
<input type="checkbox"/> CLE Basic Pass Holder:.....	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE
<input type="checkbox"/> New Lawyer Edge:.....	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE
<input type="checkbox"/> CBA Member:.....	<input type="checkbox"/> \$94	<input type="checkbox"/> \$74
<input type="checkbox"/> Non-Member:.....	<input type="checkbox"/> \$104	<input type="checkbox"/> \$84
<input type="checkbox"/> CBA Member Recorded CD with Printed Materials:..	<input type="checkbox"/> \$119	<input type="checkbox"/> \$99
<input type="checkbox"/> Non-Member Recorded CD with Printed Materials:..	<input type="checkbox"/> \$129	<input type="checkbox"/> \$109
NOTE: Shipping & handling only applies to Audio CD and Paper Course Materials option. Materials will be mailed to you approximately 2 weeks after live session.		Price \$ _____ Shipping & Handling \$ 11.95 Subtotal \$ _____ Applicable Sales Tax (8.31% Denver, 4% RTD and 2.9% rest of CO) \$ _____
HOME STUDY 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) _____

If special accommodations are needed, please contact us at 303.860.0608 or 888.860.2531. Please kindly make your requests at least two weeks prior to the scheduled program. All registrations must include a check or charge card information.

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