

LEGAL TRAINING DAYS 2014



APPLICATION TO REGISTER

Please PRINT your details:

Title First Name.....
(Dr, Mr, Mrs, etc)

Family name

Position

Department.....

Company

Company VAT No.

Address

.....

City Post Code

Country.....

Tel No.

Fax No.....

E-mail

Secretary's Name

Payment by either: VISA MASTERCARD AMEX

Card No.

Card Security No.

--	--	--	--

 / AMEX

Expiry date...../.....

Cheque enclosed payable to Management Forum Limited

Bank transfer on receipt of invoice **W**

YOU MAY REGISTER BY:-

- +44 (0) 1483 730008
- Management Forum Ltd
- www.management-forum.co.uk
- E-mail: registrations@management-forum.co.uk

If you have NOT received confirmation seven days after registering, please contact Registration Department.

If you do not want to receive future mailings from Management Forum please contact nick@management-forum.co.uk
If you do not wish to receive selected third party mailings please contact nick@management-forum.co.uk

REGISTRATION INFORMATION

Venue Address
MWB Cavendish Square,
33 Cavendish Square, London W1G 0PW
Tel: +44 (0)207 1824251

Directions
Nearest Underground station: Oxford Circus.

Recommended Hotel (10-15 minute walk)
The Cavendish London,
81 Jermyn Street,
(main entrance in Duke Street),
St James's, London SW1Y 6JF
Hotel Tel: +44(0)20 7930 2111
Hotel Fax: +44(0)20 7839 4369
Email: Reservations@thecavendishlondon.com
Alternatively visit www.nearesthotels.co.uk

Cost for each course: £450 plus VAT (if applicable) includes refreshments and lunch

Please indicate below which training day(s) you are registering for:

L12-5014
Introduction to Contracts -
4 December 2014
MWB, Cavendish Square, London

L12-5214
Introduction to Intellectual Property -
5 December 2014
MWB, Cavendish Square, London

L12-5114
Working with Confidentiality Agreements -
8 December 2014
MWB, Cavendish Square, London

Cancellation Policy:
Over 14 days prior to the Seminar: Cancellation fee of £75. 7/14 days prior to the Seminar: 50% of the fee. Fewer than 7 days or if no notification received: Registrant liable to pay FULL seminar fee.

NB: Cancellations must be received in writing by registrations@management-forum.co.uk
Management Forum reserves the right to cancel/ alter the programme, the speakers, the date or venue. If an event is cancelled Management Forum is not responsible for airfare, hotel or other costs incurred by registered delegates.

For Promotional Opportunities email:
robert@management-forum.co.uk

Organised by Management Forum UK
– experts in the field since 1983

LEGAL TRAINING DAYS 2014

- **INTRODUCTION TO CONTRACTS**
4 December 2014
- **INTRODUCTION TO INTELLECTUAL PROPERTY**
5 December 2014
- **WORKING WITH CONFIDENTIALITY AGREEMENTS**
8 December 2014

JOIN US ON



Register online at www.management-forum.co.uk
or by phone on +44 (0)1483 730071, fax 730008

MWB Cavendish Square
33 Cavendish Square, London W1G 0PW

MANAGEMENT FORUM LTD, 98-100 Maybury Road, Woking, Surrey GU21 5JL, UK
Tel: +44 (0)1483 730071 Fax: +44 (0)1483 730008
Website: www.management-forum.co.uk

INTRODUCTION TO CONTRACTS

- ▶ **Training Outcomes**
 - Understand how contracts are structured, negotiated, executed and implemented
 - Familiarise yourself with legal 'jargon' and terminology
 - Improve the way you administer, amend and terminate contracts
 - Take away tips on how to draft clear and concise contracts
 - Complete practical exercises to consolidate learning
- ▶ **Focus**
 - What makes a binding contract?
 - The structure of a typical commercial contract
 - Techniques for effective contract drafting
 - Negotiation and signature of contracts
 - Tracking and terminating contracts
- ▶ **Who Should Attend?**
 - Legal Administrators
 - Contract Administrators
 - Project Managers
 - Business Development Managers
 - Others whose work includes working with contracts
- ▶ **Trainer**
 - Paul MacLennan is a Solicitor and Partner at Anderson Law LLP. Paul advises on a wide variety of commercial agreements focussing on transactional work within the IT, life sciences and university sectors.
- ▶ **Training Information**

4 December 2014, 09.30-17.00
MWB Cavendish Square, W1G 0PW
Ref: L12-5014
- ▶ **Cost**

£450 plus VAT
Includes refreshments and lunch
Please let us know if you have any dietary requirements when registering

INTRODUCTION TO INTELLECTUAL PROPERTY

- ▶ **Training Outcomes**
 - Gain an introduction to the different IP rights
 - Discuss why IP should be protected and how
 - See examples of patents, trademarks, designs and copyright
 - Find out how your company can use IP to generate revenue
- ▶ **Focus**
 - An overview of patents, trademarks, designs and other IP rights
 - Practical aspects of protecting IP
 - Introduction to licensing and exploiting IP
- ▶ **Who Should Attend?**
 - Legal Administrators
 - Contract Managers
 - Contract Administrators
 - Project Managers
 - Business Managers
 - Business Owners
 - Business Development Managers
 - Consultants
- ▶ **Trainer**
 - Paul MacLennan, Partner, Anderson Law LLP
- ▶ **Training Information**

5 December 2014, 09.30-17.00
MWB Cavendish Square, W1G 0PW
Ref: L12-5214
- ▶ **Cost**

£450 plus VAT
Includes refreshments and lunch
Please let us know if you have any dietary requirements when registering

WORKING WITH CONFIDENTIALITY AGREEMENTS

- ▶ **Training Outcomes**
 - Learn when a CDA is needed and the benefit of having one
 - Understand and negotiate standard clauses
 - Become familiar with the clauses to be wary of
 - Manage your confidentiality obligations effectively
 - Track your confidentiality agreements
- ▶ **Focus**
 - Practical steps to protect your information
 - Review the terms of a CDA - legal, commercial & drafting issues
 - Confidentiality provisions as part of a larger transaction
 - Overview of related issues (e.g. Freedom of Information, Data Protection, Medical Records, Official Secrets, etc)
 - Remedies for breach of a CDA
- ▶ **Who Should Attend?**
 - Legal Administrators
 - Contract Managers
 - Contract Administrators
 - Project Managers
 - Others whose work brings them into contact with confidentiality agreements
- ▶ **Trainer**
 - Paul MacLennan, Partner, Anderson Law LLP
- ▶ **Training Information**

8 December 2014, 09.30-17.00
MWB Cavendish Square, W1G 0PW
Ref: L12-5114
- ▶ **Cost**

£450 plus VAT
Includes refreshments and lunch
Please let us know if you have any dietary requirements when registering