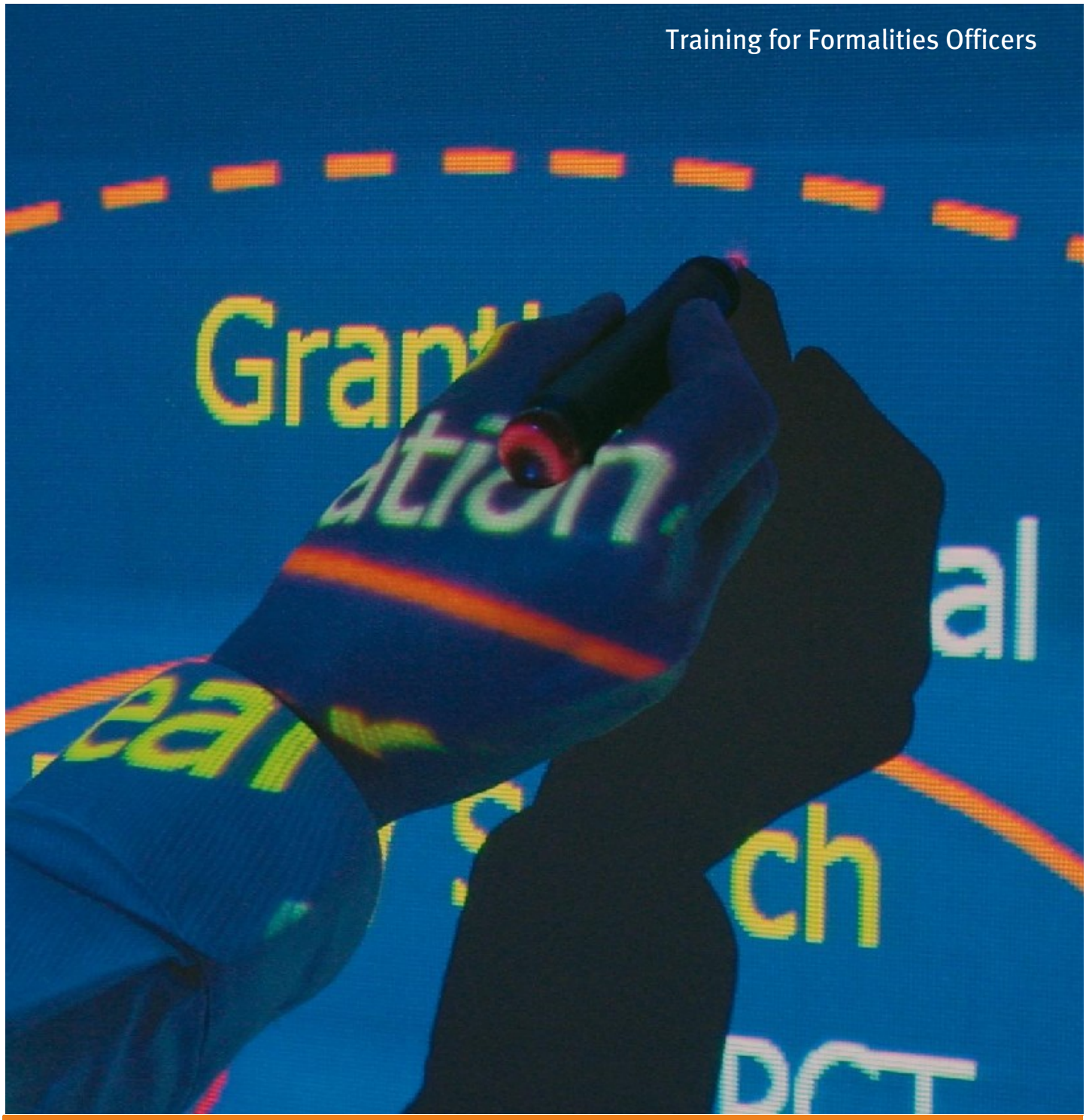
EIPEF

DELTAPATENTS

Training for Formalities Officers



Formalities course

General Introduction to IPR and Patent Procedures (2-day)

GENERAL INTRODUCTION TO INTELLECTUAL PROPERTY RIGHTS

Objective

Working in patent administration is highly complicated due to the many (slightly) different procedures. Our courses aim at providing specific training at many aspects of these procedures to improve both knowledge and skills of the participant.

This training is specifically designed to introduce key intellectual property (IP) concepts and terminology, to give background of the IP systems, and to provide an overview of the main patenting routes and procedures.

The information provided will be internalized during this 2-day course using exercises and cases.

By the end of the course, participants will have gained insight into the different types of IPR, including what can be protected and why companies are interested in protection. Emphasis will be put on administrative aspects of patents. In particular, participants will have an understanding of the various patenting routes, the patent application procedure and the role of assistants/administrators/Formalities Officers in the procedure.

Who should attend?

Junior patent assistants, junior patent administrators, junior Formalities Officers, secretarial and support staff connected with intellectual property, either from an industrial in-house IP department or from private practice, who wish to obtain basic knowledge of IPR, and a global understanding of both the European and PCT patent procedure.

Topics included

Introduction to Intellectual property rights

- Overview of IPR: patents, trademarks, designs, copyright, trade secrets
  - What can be protected
  - How is it established
  - Duration
  - Enforcement
- Examples

Introduction to patents

- What is a patent
- What can be patented
- Patentability criteria: invention, novelty, inventive step
- Use of patents
- The structure of a patent application

General patent issues

- Inventor- / ownership
- Patent systems: registration vs. examination, utility models
- Representation and authorisation
- Overview of a patent application procedure

Priority and patent routes

- First filing, using priority
- Patenting routes: national, PCT, EPC, priority and conducting search prior to filing
- Choosing a route

Introduction to the European patent procedure

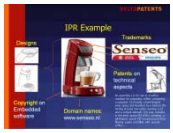
- Outline of the patent procedure: filing, formalities, search and written opinion, publication, examination, amendments, grant/refusal, national validation, official fees
- Non-unity issues and divisional applications
- Outline of additional procedures: oral proceedings, opposition, appeal/review, limitation/revocation
- Outline of time limits and remedies
- Patenting authorities
- Duties and responsibilities of the patent attorney and support staff (Formalities Officer): duty of care, deadlines, diary keeping
- Typical costs: what to expect and when (official fees, agents disbursements, attorney fees)
- Use of online European Patent Register and other sources of information

Introduction to the PCT patent procedure

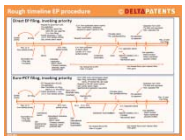
- Structure of the PCT: international phase, national phase
- Outline of the application procedure: claiming priority, choice of Receiving Office, filing, formalities, International search and written opinion (EPO as ISA), publication, amendments, examination (demand), official fees
- Non-unity issues
- Outline of Chapter I and Chapter II procedure
- Outline of time limits and remedies
- Entry national phase: time limits, amendments, formalities, representation by foreign agent
- Entry regional phase in Europe: time limits, amendments, formalities
- Duties and responsibilities of the patent attorney and support staff (Formalities Officer): duty of care, deadlines, diary keeping
- Typical costs: what to expect and when (official fees, agents disbursements, attorney fees)
- Use of Espacenet, PatentScope and other sources of information

Training material

A comprehensive set of high quality, up-to-date training materials will be provided including:



- All **overhead sheets** used during the presentations.



- **Flowcharts** that visually explain the various procedures, summarize the steps to be taken and show parts of official letters of the Patent Offices

- **Cases and questions** that will be discussed during the day

- **Reading material** like a glossary of patent terminology and brochures of for example the NL Patent Office

Other training modules for support staff

Besides this 'General Introduction to IPR and Patent Procedures' we offer several in-depth modules.
These are taught to prepare participants for the Dutch Exam Formalities Officers organized by the Platform Formalities Officers in the Netherlands. The modules are:

- General Aspects Patents + Core EPC Procedures (3-day)
- PCT Procedures + Foreign Agents (3-day)
- NL Patent Procedure + Changes of Ownership (1-day)
- Trademarks and Designs (1-day)

These courses are given on several locations, and upon request, we can also teach them in-house. Of course the modules can be tailored to your needs.

Meet the tutors

The course will be given by Jelle Hoekstra and/or Debby de Brouwer.

- Jelle Hoekstra is a founding partner of DeltaPatents, and an experienced tutor.
  He is a contributor to the DeltaPatents' booklets "Questions and Answers for Paper D" and author of the book "Methodology for Paper C".
  He is also the author of the book "References to the European Patent Convention", refer to www.hoekstradoc.nl.

- Debby de Brouwer is a tutor and Formalities Officer at DeltaPatents. She has been working as a Formalities Officer in private practice since 2004 and has acquired in-depth knowledge over a broad spectrum of patent procedures. She passed the first Exam Formalities Officers in 2011 and is a certified member of the Dutch Platform Formalities Officers.

Certificate

Each participant will be given a certificate of attendance.

Course language

The material will be provided in English. Tuition will be in English (or Dutch if all participants agree).

Course Location and date

The course will be held on **26 and 27 March 2012** at the office of DeltaPatents, Fellenoord 370, 5611 ZL Eindhoven.

Registration and coffee: 9.00 am
Start of the course: 9.30 am - End: 17.00 pm.

Attendance limited to 20

This limitation will give participants the opportunity to thoroughly discuss all the issues covered by the course programme.

Registration

The price of this 2-day course is € 714. Prices include tuition, course materials, refreshments and lunch.

A registration fee of € 60 is charged for each booking. For a company booking for several participants at the same time, only one administrative fee of € 60 will be charged. All prices are exclusive of 19% VAT.

Please use the enclosed registration form to enrol.

Contact

For more information, please check the website of DeltaPatents (www.deltapatents.com) or contact our course department at DeltaPatents (FO-training@deltapatents.com).

European Intellectual Property Education Foundation

The course is offered by EIPEF, European Intellectual Property Education Foundation. A member of the board of the Platform Formalities Officers also takes part in the board of EIPEF. The Foundation decides on the programme and price-setting of the offered courses. DeltaPatents provides the contents of the courses, the course material and the organisation.

Registration Form
Formalities course
General Introduction to IPR (2-day)

You may register by
FAX +31 40 2366708
MAIL DeltaPatents B.V., Fellenoord 370, 5611 ZL Eindhoven, The Netherlands
WEBSITE www.deltapatents.com
E-MAIL FO-training@deltapatents.com
COURSE DATE AND LOCATION 26 and 27 March 2012
DeltaPatents office, Fellenoord 370, 5611 ZL Eindhoven, The Netherlands.

name(s)	
Company	
Address	
postal code city	
country	
billing-address *(if different)*	
purchase order	
tel no	
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register me for	o 2-day General Introduction to IPR and Patent Procedures: 26 and 27 March 2012
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***Cancellation policy**: Cancellations must be received in writing at FO-training@deltapatents.com. For cancellations up to 3 weeks before the course starts, a full refund of the course fee less a cancellation fee of € 100 or transfer to a different course is possible. Thereafter, up to 1 week before the course starts, a 50 % refund or a transfer at an additional charge of 25 % is offered. For cancellations beyond a week before the course starts, no refund will be given. In the event of circumstances beyond its control, over- or underbooking DeltaPatents reserves the right to alter programme, tutor, location and/or date, cancel any bookings not fully paid or cancel the course.*