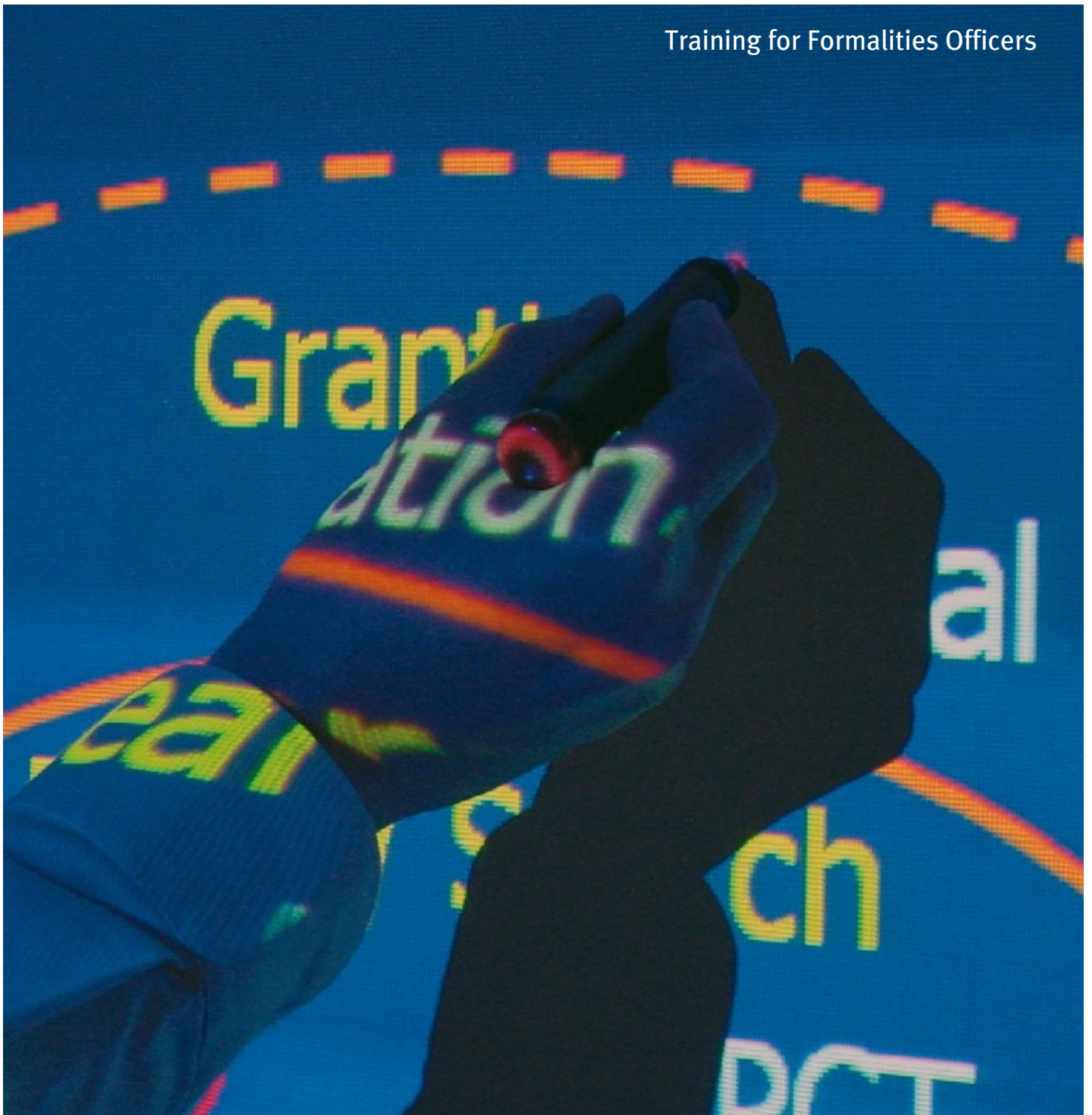




DELTA PATENTS

Training for Formalities Officers



**Formalities course
PCT Procedures +
Foreign Agents (3-day)**

PCT Procedures + Foreign Agents

Objective

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

By the end of this course, the participant will be able to file a PCT application (by fax and/or electronic filing), invoke priority, to deal with the most frequently occurring issues for getting a filing date, and to deal with both formality and prosecution tasks during the rest of the international phase, EP regional entry and national entry in other states. Furthermore the participant will be able to perform and monitor the main procedural steps during these phases.

The participant will also be able to handle the filing of a foreign patent application. The Formalities Officer will gain insight in what he/she might expect to encounter regarding the formalities procedures and documents when patent applications are filed in various countries throughout the world.

Who should attend?

Formalities Officers and other IP support staff, either from an industrial in-house IP department or from private practice, who wish to obtain in-depth knowledge on the European patent procedure. It is advisable that attendants have some experience in the field of patents.

Structure and approach

This 3-day module is the second in a series of comprehensive training courses for Formalities Officers. Other modules are:

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

Our focus is to create insight and a thorough understanding of the several procedures. We not only explain what actions should be taken and when, but more importantly why they should be done and how. Our explanations follow the natural course of applications from filing to national entry, so as to be consistent with the daily practice of Formalities Officers. Additionally, issues during the preparation for filing and after national entry are covered.

The information is communicated to participants by presentations using overhead sheets.

To provide a background for all topics we use the PCT Applicant's Guide, flow charts and forms and examples of

official correspondence from the Receiving Office, ISA, IPEA, etc.

Comprehension of the topics is tested by using exercises and cases. In between the sessions candidates are required to make homework, which will be discussed during the next session.

We recommend that participants reserve a sufficient amount of time for studying the material and doing homework. A rough indication for this module is 20 to 30 hours.

Contents of this module

This 3-day course covers the core procedures of the PCT (Patent Cooperation Treaty) and national/regional entry in EP. Also a half day will be spent on dealing with the main national systems like US, Japan and China and how to interact with agents in those countries.

Topics included – Day 1:

PCT Introduction

- Structure of the PCT
- PCT Chapter I
- PCT Chapter II
- International phase / National phase
- Role of the International Bureau

PCT common provisions

- Applicant
- Kinds of protection
- Regional Patent Treaties
- Time limits
- Right to represent before International Authorities
- Agents and common representatives
- Obvious mistakes in documents

Filing the international application

- Where to file the international application, the receiving Office
- PCT Request
- Designation of States, applicant, inventor
- Signature, agent
- Languages and translations
- Reference to earlier search
- Fees
- Priority claim, restoration of the right to priority

Online PCT request form, form 101

- International filing date and formalities examination
- International filing date
 - Deficiencies, missing elements and parts, incorporation by reference
 - Formalities examination, invitation to correct deficiencies

International search

- International Search, competent International Searching Authority [ISA]
- Subject-matter not searched
- Lack of unity + protest procedure
- International Search Report [ISR], written opinion of ISA
- Amendment of the claims after receipt of ISR
- Subject-matter not searched, limitation US – business methods
- Refund of search fee
- Supplementary International Search (SIS)

Topics included – Day 2:

International publication

- International publication
 - Languages of publication, contents publication
 - Preventing publication, postponing publication
 - Technical Preparations

International preliminary examination

- International preliminary examination
 - Filing demand + fee payment
 - Competent IPEA
 - Written opinion of IPEA
 - IPER = IPRP (Chapter II)
- EPO as IPEA
 - Subject-matter not searched, limitation US – business methods
 - When to file amendments?

National phase – general

- End of PCT Chapter I
 - IPRP (Chapter I)
- Acts for entry into national phase:
 - time limit for entry
 - translation international application
 - fee payment
 - naming of inventor
 - priority documents
 - representation
 - amendment before dO/eO

Topics included – Day 3:

Regional entry EPC

- Euro-PCT – EPO as dO/eO
- Acts for entry into EP regional phase, e.g.
 - Supplementary search
 - Substantive examination
 - Renewal fees
 - Claims fees
- Application deemed withdrawn
- Online filing EP entry into the regional phase, form 1200

Foreign patent procedures

- Working with agents
- Basics in foreign procedures: US, CN, JP, IN, EA

Meet the tutors

The course will be given by Pete Pollard and/or Johan van der Veer and/or Jelle Hoekstra.



- Pete Pollard is an experienced tutor and patent attorney at DeltaPatents. He is a major contributor to the DeltaPatents' book "Questions and Answers for Paper D" and the author of books "Methodology for Paper DI" and "Methodology for Paper DII". In 2011 he passed the Exam Formalities Officers.



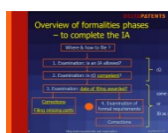
- Johan van der Veer has worked for more than 20 years in Intellectual Property, including ten years as a manager patent administration in multinational organizations. He so obtained a broad overview of in-house patent administrative procedures and procedures before patent offices worldwide. He is also Dutch and European Patent Attorney and a certified member of the Dutch Platform Formalities Officers.



- Roel van Woudenberg is a tutor and patent attorney at DeltaPatents. He is a contributor to the DeltaPatents' book "Questions and Answers for Paper D".

Training material

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



- All overhead sheets used during the presentations.



- A comprehensive set of forms and official letters of the Receiving Office, IB, ISA, IPEA, etc.



- Reading material like Applicant's Guides and law texts.

Furthermore the training material consists of cases and questions (open and multiple choice).

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 **31 January 2012, 14 February 2012, 13 March 2012** at the office of DeltaPatents, Fellenoord 370, 5611 ZL Eindhoven.

Registration and coffee: 9.00 am.

Course hours: 9.30 am - 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 three-day course is €1.071. Registration is possible ultimately until **16 January 2012**.

It is also possible to enrol for the full training program at once (8 course days), the price is €2.856.

Please note that priority will be given to candidates enrolling for the full training programme. The ultimate date of registration for the full programme is **14 November 2011**.

Members of the Dutch Platform Formalities Officers receive a reduction of 10 %.

Prices include tuition, course materials, refreshments and lunch. A registration fee of €60 is charged for each booking. For a company booking of several courses 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 and send it to us by email or fax.

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 EIPPEF, European Intellectual Property Education Foundation. A member of the board of the Platform Formalities Officers also takes part in the board of EIPPEF. 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 PCT procedures + Foreign Agents (3-day course)

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 31 January 2012, 14 February 2012, 13 March 2012.
DeltaPatents office, Fellenoord 370, 5611 ZL Eindhoven, The Netherlands.

name(s)	
company	
address	
postal code city	
country	
billing-address (if different)	
member of Platform FO	yes/no
purchase order	
tel no	
e-mail address	
register me for	<input checked="" type="radio"/> 3-day PCT Procedures + Foreign Agents: 31 January 2012, 14 February 2012, 13 March 2012
<p>A registration fee of €60 is charged for each booking. If you register for all courses at the same time, only one administrative fee of €60 will be charged. For a company booking of several courses at the same time, only one administrative fee of €60 will be charged. All prices are exclusive of 19% VAT.</p>	

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.

DeltaPatents - Fellenoord 370, NL-5611 ZL Eindhoven, Phone +31-40-7876030 - Fax +31-40-2366708 - FO-training@deltapatents.com