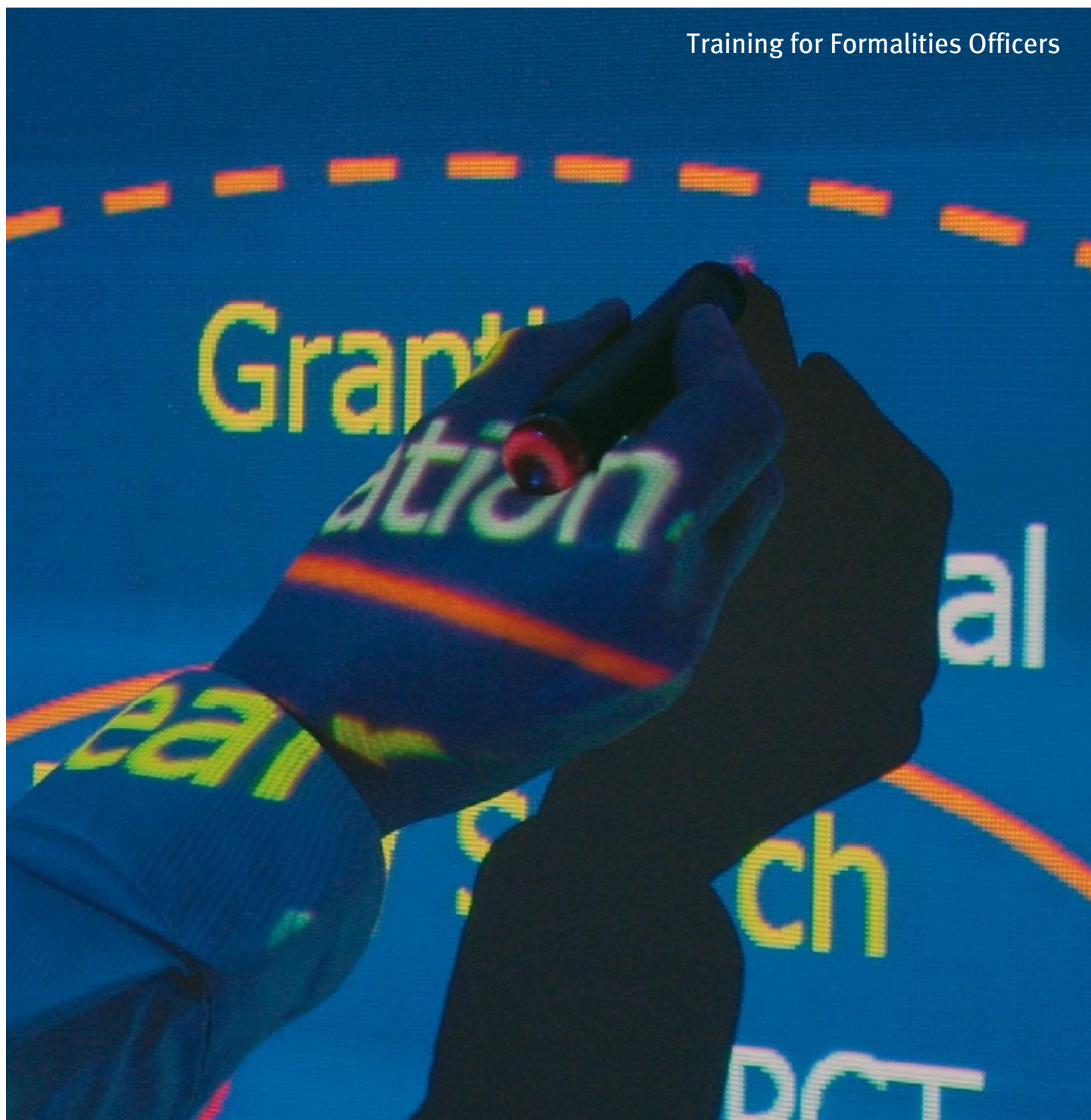


Training for Formalities Officers



**Training preparing for the
Dutch Exam for Formalities Officers**

TRAINING PROGRAMME FOR FORMALITIES OFFICERS PREPARING FOR THE DUTCH EXAM

Objective

In co-operation with the Platform Formalities Officers in The Netherlands, DeltaPatents offers a full training programme in preparation of the Exam Formalities Officers 2012 organized by the Platform.

The Exam Committee of the Platform has established a list of knowledge and competences that a certified Formalities Officer is expected to have. In our full programme we aim at providing this knowledge and these competences to the participants.

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 several patent aspects and procedures and a basic understanding of Trademark and Design procedures. It is advisable that attendants have some experience in the field of patents and/or Trademarks and Designs.

Structure and approach

We offer four modules that fully prepare the participants for the Exam Formalities Officers. These 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)

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 grant, so as to be consistent with the daily practice of Formalities Officers. Additionally issues during the preparation for filing and after grant are covered.

The information is communicated to participants by presentations using overhead sheets. To provide a background for all topics we use flow charts, Guidelines, Applicant's Guides and official Forms and examples of correspondence from the Patent Offices. 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.

Description of the modules

For all modules brochures are or will be published. In these brochures you will find more detailed information about the topics included in the modules.

General Aspects Patents + EPC Procedures (3-day)

Participants will obtain knowledge of 'overall issues' like the priority concept, patent routes and systems, inventor-/ownership, and representation. After attending this module the participant will be able to file a (priority) application and a European patent application (by fax and/or electronic filing), invoke priority and deal with the most occurring issues for getting a filing date, and dealing with the formalities examination.

Furthermore the participant will have knowledge of the EPC procedure from search to examination as well as of the validation procedure (national entry) including translations according to the London Agreement. The participant will also be able to carry out and monitor the main procedural steps during all these phases.

PCT procedures + Foreign Agents (3-day)

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.

NL patent procedure + Changes of Ownership (1-day)

The participant will be able to file a NL application (by fax and/or electronic filing), invoke priority and deal with the most occurring issues for getting a filing date, and dealing with the formalities as well as the prosecution of the application procedure, validation of the EP patent in the Netherlands and the procedure for obtaining a Supplementary Protection Certificate

(SPC). Furthermore the participant will be able to perform and monitor the main procedural steps during these phases.

Regarding the change of ownership attendants will understand IP rights as property, will be able to establish inventorship and ownership, and will learn what documents are required by the Dutch Patent Office, EPO and WIPO. The participant will obtain basic knowledge of the requirements for foreign countries (for example US, China, Japan). The participant will be able to record a change of name or ownership during the PCT International Phase, at the NL Patent Office and at the EPO. Furthermore the participant will learn how to deal with legalisation and notarisation of documents.

Trademarks and Designs (1-day)

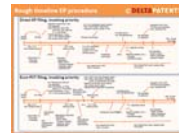
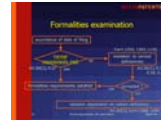
By the end of this session participants will understand the differences between Trademarks, Designs, Domain Names and Copyright and the different way of thinking compared to Patent Law. For, different than in Patent Law, having a trademark and/or design registration does not necessarily mean that rights have been acquired or will remain valid during the registration period. Consequently, participants will acquire knowledge about the filing requirements and a basic understanding of the registration procedure for the Benelux, European and International procedures. Lastly, participants will have an insight in the different filing routes.

Time Schedule

- 29 November 2011: General Aspects Patents (0,5 day)
Core EPC Procedures (0,5 day)
- 20 December 2011: Core EPC Procedures
- 10 January 2012: Core EPC Procedures
- 31 January 2012: PCT Procedures
- 14 February 2012: PCT Procedures
- 13 March 2012: PCT Procedures (0,5 day)
Foreign Agents (0,5 day)
- 3 April 2012: NL Patent Procedure
Changes of Ownership
- 24 April 2012: Trademarks and Designs

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
- A comprehensive set of over 100 forms and official letters of the Patent Offices
- Reading material like Applicant's Guides and law texts.

For the EPC course participants will receive a **unique book** developed by ourselves integrating the EPC Guidelines, Guide for Applicants, our flowcharts and the forms and official letters of the EPO in a format that follows an application from filing to grant.

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, except for the NL Patent Procedure (material in Dutch). Tuition will be in English (or Dutch if all participants agree).

Course location

Main course location will be the office of DeltaPatents, Fellenoord 370, 5611 ZL Eindhoven (other locations are also possible).

Price information

The price per course day is €357.

If you register for the full training program at once (8 course days), the price is €2.856.

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 per booking.
For a company booking of several courses at the same time, only one administrative fee of €60 is charged.
All prices are exclusive of 19% VAT.

Attendance limited to 20

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

Registration

It is possible to enrol for the full programme or for one or more separate modules only. Please note that priority will be given to candidates enrolling for the full training programme.
For all modules registration is possible ultimately until 2 weeks before the course date.
If you would like to register for the full programme the ultimate date of registration is **14 November 2011**.

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 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

Training preparing for the Dutch Exam for Formalities Officers

name(s)	
company	
address	
postal code city	
country	
billing-address <i>(if different)</i>	
member of Platform FO	yes/no
purchase order	
tel no	
e-mail address	
register me for	<input type="radio"/> 3-day General Aspects Patents + Core EPC Procedures: 29 November 2011, 20 December 2011, 10 January 2012
register me for	<input type="radio"/> 3-day PCT Procedures + Foreign Agents: 31 January 2012, 14 February 2012, 13 March 2012
register me for	<input type="radio"/> 1-day NL Patent Procedure + Changes of Ownership: 3 April 2012
register me for	<input type="radio"/> 1-day Trademarks and Designs: 24 April 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.

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