



# **DELTA**PATENTS

Training for Patent Professionals

## **IP ADMINISTRATORS**

**3-DAY**

**GENERAL ASPECTS PATENTS +**

**CORE EPC PROCEDURES**

# DELTAPATENTS WELCOMES YOU

## Why DeltaPatents?

DeltaPatents is a **patent attorney firm** based in the Netherlands with a passion for quality. The firm was founded in 2001 in Eindhoven, one of Europe's leading technology cities. We provide the highest quality advice and service to public and private companies at various stages of growths from start-up to Fortune 500. All our patent specialists have a deep technological knowledge and extensive industrial experience at companies like Philips, NXP, ASML, AstraZeneca and Shell.

Our client's needs vary when it comes to patenting routes and level of support needed, and we are able to adapt to their needs and work together with local in-house support staff. This gives us a wide range of knowledge over a broad spectrum of patent procedures.

We are proud to be a leading training organisation for Patent Attorneys for over a decade, offering a complete range of training modules for the European Qualifying Examination – EPC and PCT, and various other IP subjects.

*"It was a pleasure to study with such a skilled and nice instructor"*

Unique for DeltaPatents is that we thoroughly train and guide our tutors. For our tutors, training is a profession, mastered by teamwork and frequent involvement in courses. We take feedback of attendants seriously and act on it. For us, quality and customer satisfaction are essential.

Our **blogs** keep you up-to-date on the EQE, Case law, Patent procedures, Unitary Patent and Dutch IP News.



In 2006 we started training IP support staff, culminating in a full training program preparing for the official Dutch Formalities Officers exam. The program is audited by the Dutch Platform Formalities Officers. The training modules are now offered throughout Europe.

Our training focuses on giving insight and understanding, and ensuring that the acquired knowledge can be practically applied, using flow charts, official forms and examples of correspondence from the Patent Offices. Our explanations follow the natural course of applications to be consistent with the daily practice of IP Administrators (Formalities Officers).

*"Education is not the learning of facts,  
but the training of the mind to think"*  
Albert Einstein

Through our education activities, we stay ahead in terms of law changes, case law and procedural requirements.

## DeltaPatents' personal touch

We believe in teaching and treating candidates with a personal touch. You will be trained in small groups, giving ample opportunity to discuss unclear issues in more detail and get personal assistance.

Hospitality is important to us. For candidates staying in Eindhoven for a couple of days, we always organize a social event, such as a dinner or a trip to a local place of interest.

We welcome email contact with our tutors to ask follow-up questions, to clarify course materials or to report mistakes.



# IP ADMINISTRATORS COURSE

## 3-DAY GENERAL ASPECTS + CORE EPC PROCEDURES

### Objective

In this course 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 grant as well as of the validation procedure 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.

### Structure and approach

This in-depth training module is one of the modules that have been audited by the Platform Formalities Officers in the Netherlands. Our modules are the only training recommended for preparing for the official Formalities Officers Exam organised by the Platform.

Other in-depth modules we offer:

- PCT Procedures (2-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 IP Administrators. Additionally, issues during the preparation for filing and after regional/national entry are covered.

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

To stay close to daily practice, we use official forms and examples of correspondence from the EPO to clarify the procedures. Furthermore we provide a unique set of flowcharts developed by ourselves that explain the various procedures visually. Most presentations end with a few short exercises and cases to wrap up the topic.

### Who should attend?

IP Administrators 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 EPC procedure. It is advisable that attendants have some experience in the field of patents.



## Contents of this module

This 3-day course covers the general aspects of patents and the core procedures of the EPC (European Patent Convention) from filing to grant. During this course we focus on explaining some general issues like inventor-/ownership issues, representation before the Patent Offices, the priority system, and the core EPC procedure for filing, examination on filing and the formal requirements. Furthermore we deal with publication, search, substantive examination, grant and national validation. Recent or upcoming changes in the EPC are also explained.

## Topics included:

### General Aspects Patents

- Ownership (inventor vs. applicant)
- Representation before Patent Offices
- Patent routes and systems (national, regional, international)
- Priority concept

### Information on the EPC

- Relevant sources of information

### EPC Time limits

- Types of periods/time limits, triggers
- Notification, 10-day rule
- Calculation of time limits
- Extension of office time limits

### EPC Remedy system

- Correction of errors
- “Loss of rights” communication
- Further processing
  - Requirements, exclusions
- Re-establishment of rights
  - Requirements, exclusions
  - Cause of non-compliance, all due care
- Appeal

### EPC Filing the patent application

- Where to file
- Filing at national authority
- How to file at the EPO (fax, online)

### EPC Filing date requirements and examination

- Filing date: requirements
- Legal effect of filing date
- Filing date: examination, accordance of date
  - Indication that European patent is sought
  - Identification of applicant, contact information
  - Description
- Missing parts – General

### EPC Formal requirements and examination

- Formal requirements, examination and remedies, illustrated by the online filing of the EP Request for grant form 1001:
  - Content of the application
    - Description, claims, abstract, drawings
    - Presentation application documents, physical requirements
    - Sequence listings
    - Language / translation
  - Request-for-Grant
    - Designation of the inventor
    - Priority claim
    - Representation
  - Filing fee, search fee, claim fees
- Requirements for further documents

### EPC Divisional application

- What is a divisional
- Filing a divisional application
  - Where to file
  - Until when to file: ‘pending’,
  - Language of the divisional application
  - Fees: filing fee, search fee, claims fees, designation fee, renewal fees

### EPC Search and search report

- When is the search expected
- Contents of the Extended European Search Report, documents found in search
- Invitations to pay additional search fee (lack of unity), to indicate independent claims/subject-matter to be searched
- Transmittal of search report, incomplete search
- Amendments allowed after receiving search report
- Acceleration of the search
- Invitation to respond to search opinion

### EPC Publication of the patent application

- When published?
- Contents and form publication, publication server
- European Patent Register
- Types of publications
- Preventing publication, withdrawal application, technical preparations



### EPC Request for examination and substantive examination

- Requesting examination, paying the examination fee
- Paying the designation fee
- Response to search opinion
- Substantive examination – office actions, response to office actions, amendments
- Oral proceedings, telephone interview
- Decisions:
  - Refusal
  - Intention to grant, fees, translation of claims, late amendments
  - Decision to grant, mention of the grant, publication
- National validation, London Agreement

### EPC Fees

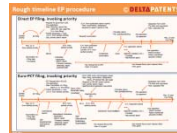
- General structure
- Fees for applications
- Calculation renewal fees
  - European patent applications, divisional applications
- Rules relating to fees
  - refund of fees
- Payment:
  - deposit account
  - automatic debiting

## Training material

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



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

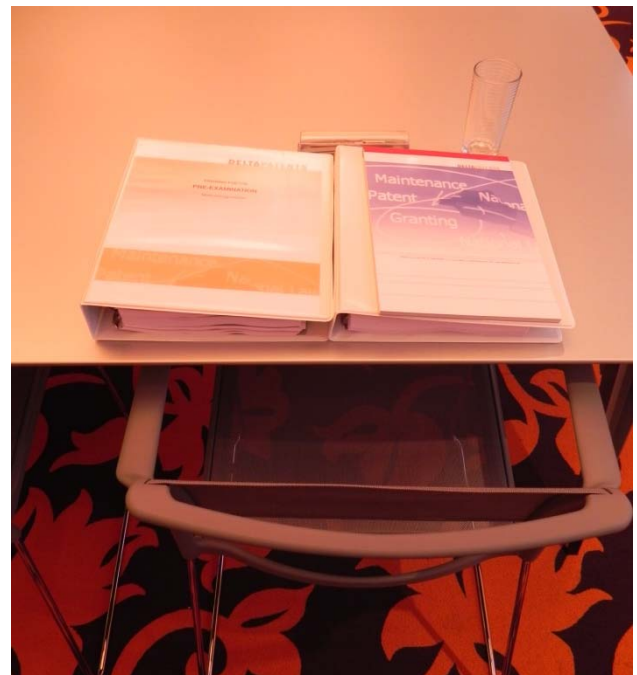


**Flowcharts** that visually explain the various procedures, summarize the steps to be taken and show parts of official letters of the Patent Offices

For our internalising training:



**Cases and questions** (open and multiple choice) and **'Life of a file'** to assist participants in internalising the information.





## Course date and location

The course will be held on **12 – 14 June 2017** at the office of DeltaPatents, Fellenoord 370 in Eindhoven.

Registration and coffee: 8.45 am.  
Course hours: 9.00 am - 17.00 pm.

## Course language

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

## Attendance limited to 20

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

## Certificate

Each participant will be given a certificate of attendance.

## Registration

The price of this 3-day course is € **1.145** (in the Netherlands). Prices include tuition, course materials, refreshments and lunch.

If this course is given at a location in Europe (not in the Netherlands), the course fee is € **1.400**.

A registration fee of € 65 is charged for each booking. For a company booking of several courses at the same time, only one administrative fee of € 65 will be charged. All prices are exclusive of VAT (currently 21%).

Please use the enclosed registration form to enrol and send it to us by email or fax. You may also register online: [www.deltapatents.com](http://www.deltapatents.com).

## Cancellation policy

Please check our website ([www.deltapatents.com](http://www.deltapatents.com)) for our cancellation policy.



## Training locations

We do not only provide training in our base in Eindhoven, the Netherlands, but many of our training modules are available at several locations in Europe to minimize your travel costs.

## In-house training

All courses can also be given in-house. If required, a module can be tailored to your local organizational needs. Please contact us if you are interested in inviting us to your office.





**“I’M VERY HAPPY  
WITH THE  
FLOW-CHARTS!”**





**Debby de Brouwer**  
DeltaPatents



**Jelle Hoekstra**  
DeltaPatents

## Meet the Tutors

- **Debby de Brouwer** is a experienced 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 Formalities Officers Exam and is a certified member of the Dutch Platform Formalities Officers.
- **Jelle Hoekstra** is a founding partner of DeltaPatents, and an experienced tutor. He has been involved with Intellectual Property for more than 20 years in industry and private practice. He is a European Patent Attorney and author of several books on the EPC.



**Miranda Vossen**

## Contact

**For more information** please visit the DeltaPatents website ([www.deltapatents.com](http://www.deltapatents.com)) or contact Miranda Vossen at DeltaPatents ([fo-training@deltapatents.com](mailto:fo-training@deltapatents.com)).





# REGISTRATION FORM

You may register by **fax** + 31 40 2366708 **mail** DeltaPatents B.V., Fellenoord 370, 5611 ZL Eindhoven, the Netherlands  
**website** [www.deltapatents.com](http://www.deltapatents.com) **e-mail** [fo-training@deltapatents.com](mailto:fo-training@deltapatents.com)

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name

company

address

billing-address (if different)

billing e-mail or phone

purchase order

VAT-number

tel. no.

e-mail address

permission to use your e-mail address on our attendance list: yes/no

A registration fee of € 65 is charged for each booking. If more than one course is booked at the same time, only one administrative fee of € 65 will be charged. All prices are exclusive of 21% VAT. No VAT will be charged if a VAT-number is provided on this form.

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3-day  Eindhoven: 12 – 14 June 2017

Price € 1.145

General Aspects

Patents + Core

EPC Procedures

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Cancellation policy: please check our website ([www.deltapatents.com](http://www.deltapatents.com)) for our cancellation policy.