



**DELTA**PATENTS

Training for IP Administrators

# IP ADMINISTRATORS

2-DAY

INTRODUCTION TO IPR AND PATENT

PROCEDURES

# DELTAPATENTS WELCOMES YOU

## Why DeltaPatents?

DeltaPatents is a **patent attorney firm** based in the Netherlands with a passion for quality. We provide the highest quality advice and service to public and private companies at various stages of growth 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. Through our education activities, we stay ahead in terms of law changes, case law and procedural requirements.

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.

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.

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



# IP ADMINISTRATORS COURSE

## 2-DAY INTRODUCTION TO IPR AND PATENT PROCEDURES

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### 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.

This course 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.

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 IP Administrators in the procedure.

### Structure and approach

Our focus is to create insight in the different IP rights and a basic understanding of the EP and PCT procedures.

The information is communicated to participants by presentations using overhead sheets. We also use cases in which participants are asked to interact.

### Who should attend?

(Junior) IP Administrators, or secretarial and support staff connected with intellectual property, who wish to obtain basic knowledge and understanding of IPR and both the European and PCT patent procedures.



## Contents of this module

### Topics included:

#### Introduction to Intellectual property rights

- Overview of IPR: patents, trademarks, designs, copyright, trade secrets, domain names
  - 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
- Why to patent
- The structure of a patent application

#### General patent issues

- Inventor- / ownership
- Patent systems: registration vs. examination, utility models
- Representation and authorisation

#### Introduction patent procedure

- Outline of a typical patenting procedure
- Rough costs: what to expect and when (official fees, agent disbursements, attorney fees)
- Patent family and patent status
- Duties and responsibilities of the patent attorney and support staff (IP Administrator): duty of care, deadlines, diary keeping

#### 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
- 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
- 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.

## Course date and location

The course will be held on **29-20 - 30-21 May 2017-2019** 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 2-day course is € **795805**. 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 € **1.000**.

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 AM VERY  
IMPRESSED WITH  
THE QUALITY AND  
KNOWLEDGE  
LEVEL.”**





[Debby de Brouwer](#)  
[Tweedlie](#)  
DeltaPatents

Jelle Hoekstra  
DeltaPatents

## Meet the Tutors

**Diane Tweedlie** is tutor for Pre-Exam, Main Exam Paper D and IP Administrators' courses. She is a European Patent Attorney in the field of Mechanical Engineering.

- **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 ([info-training@deltapatents.com](mailto:info-training@deltapatents.com)).

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# 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** [fe-training@deltapatents.com](mailto:fe-training@deltapatents.com)

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.

2-day     Eindhoven: ~~29-20~~ - ~~30-21~~ May 20172019

Price € ~~795~~805

Introduction to IPR  
and Patent  
Procedures

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