



DELTA PATENTS



Training for IP Administrators

IP ADMINISTRATORS

3-DAY

PCT PROCEDURES +

FOREIGN SYSTEMS

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"

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 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. 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.

*"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 PCT PROCEDURES + FOREIGN SYSTEMS

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 module, the participant will be able to file a PCT application using the RO/101 form (fax and electronic filing), invoke priority, deal with the most frequently occurring issues for getting a filing date, and deal with both formality and prosecution tasks during the rest of the international phase, EP regional entry and national entry in the US, China, India and Japan. Participants will have a good insight in time limits, remedies and fee payments and will be able to put the knowledge into practice. Furthermore the participant will be able to perform and monitor the main procedural steps during all these phases.

The participant will also gain insight in what he/she might encounter during the different national phases like requesting examination, filing of assignment, Power of Attorney, IDS, payment of issue fees, renewal fees, etc.

Structure and approach

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

- General Aspects Patents + Core EPC Procedures (3-day)
- NL Patent Procedure + Changes of Ownership (1-day)
- Trademarks and Designs (2-day)
- Exam Training (1-day)

It is possible to enrol for the complete series of courses, or to enrol for separate modules, according to your needs. However, attendants of separate modules should keep in mind that those are part of a full training program and the tutor will make connections to knowledge acquired in previous lessons. Furthermore, subjects may be treated less extensively, to avoid overlap with earlier lessons.

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. After each presentation, comprehension of the topics is tested with exercises and cases.



To stay close to daily practice we use the forms and official letters of the Receiving Office, ISA, IPEA, etc. in a format that follows an application from filing to entry into the regional/national phase. Furthermore we provide a unique set of flow charts developed by ourselves that explain the various procedures visually. We refer to the PCT Applicant's Guide, for further reading.

In between the sessions candidates are required to make homework, part of which we aim to discuss 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.

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 PCT International phase and the national/regional phase EP, US, CN, IN, JP. It is advisable that attendants have some experience in the field of patents.

Contents of this module

This 3-day course covers the core procedures of the PCT (Patent Cooperation Treaty) and regional entry in EP.

We also cover national entry into US, Japan, China, India and Japan and how to interact with agents in those countries.

Topics included :

Information on the PCT

- Relevant sources of information
- Overview of online databases and services

PCT Introduction

- PCT background & advantages
- Patenting routes
- Structure of the PCT
- PCT Chapter I and Chapter II
- International phase / National phase
- Offices and their roles (International Bureau, Receiving Office, ISA, IPEA etc.)
- Priority
 - restoration of the right to priority
- Agents and common representatives

PCT Time limits

- Types of periods/time limits, triggers
- Notification
- Calculation of time limits
- 'Considered in time'
- Extension of time limits

PCT Remedy system

- Overview of remedies
- Invitations
- Correction of obvious mistakes
- Review and excuse procedure

Filing the international application

- The applicant; right to file
- What to file and pay
 - Request form RO/101
 - Content of the application
 - Official fees
- Where to file the international application:
 - Choice of Receiving Office
 - Nationality / residence applicant
 - Other aspects influencing choice
- How to file (fax, online)

Filing date requirements and examination

- Filing date: requirements
- Legal effect of filing date
- Filing date: examination, accordance of date
 - Correcting deficiencies in filing date requirements
- Missing elements and parts - general

Formal requirements and examination

- Formal requirements, examination and remedies
- Requirements for further documents



International search

- International Search, competent International Searching Authority [ISA]
- Search fees and refund
- PCT-Direct
- Special procedures:
 - Lack of unity
 - No meaningful search
- International Search Report [ISR], written opinion of ISA
- Amendment of the claims after receipt of ISR (Art.19)
- Supplementary International Search (SIS)

International publication

- Background of publication
- When published?
- Contents and form publication, access to files
- Languages of publication
- Preventing publication, withdrawal application, technical preparations
- Third party observations

International preliminary examination

- International preliminary examination
 - What to file and pay?
 - How to file?
 - Competent IPEA
 - Written opinion of IPEA
 - IPER = IPRP (Chapter II)
- EPO as IPEA
 - When to file amendments?

PCT Fees

- General structure
- Fees for applications
- Amount and currency
- To which authority must fees be paid
- How to pay
- Main differences compared to EPC

National phase – general

- End of PCT International phase
 - Early entry
- Acts for entry into national phase:
 - time limit for entry
 - translation international application
 - fee payment
 - amendment before dO/eO
 - declarations
 - priority documents
 - representation

Regional entry EPC

- Euro-PCT – EPO as dO/eO
 - Outline procedure regional phase
 - Supplementary search or not
 - Substantive examination
- Acts for entry into EP regional phase, e.g.
 - Form 1200 - EP entry into the regional phase
 - What to file and pay?
 - Basis for entry
 - Translations
 - Priority search results
 - Official fees
- Application deemed withdrawn
- Remedies
- Early entry

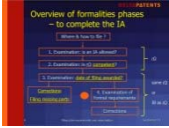
Foreign systems

- Working with agents
- Basics in foreign patent procedures: US, CN, IN, JP
 - General requirements for direct filing
 - General requirements for entry national phase
 - Specific national obligations on/after entry
 - Requesting examination
 - Grant and post grant procedures
 - Specials in patent law

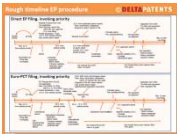


Training material

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



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



- **Unique set of flow charts** 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 **forms** and **official letters** of the Receiving Office, IB, ISA, IPEA, etc. (if not available online on websites of Patent Offices)



- **Cases and questions** (open and multiple choice) to assist participants in internalising the information.





Course date and location

The course will be held on **5 and 26 January 2016** and **16 February 2016** at the office of DeltaPatents, Fellenoord 370, 5611 ZL Eindhoven.

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 three-day course is €1.170. Registration for this module is possible ultimately until **5 December 2015**.

It is also possible to enrol for the full training program at once (9 course days), the price is €3.510. A further possibility is to enrol for the full training program including the exam training (10 course days) at once, the price is €3.900.

Please note that priority will be given to candidates enrolling for the full training program. The ultimate date of registration for the full program is **16 October 2015**.

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

Prices include tuition, course materials, refreshments and lunch. 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.



EP-wide in-house training

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 Brpiwer
DeltaPatents



Pete Pollard
DeltaPatents

Meet the Tutors

- **Debby de Brouwer** is a tutor and certified Formalities Officer at DeltaPatents. She has been working as an all-round 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.
- **Pete Pollard** is partner at DeltaPatents, and an experienced tutor. He is a major contributor to the DeltaPatents' book "Main Exam Questions for Paper D" and the "Basic Legal Questions book". In 2011 he passed the Formalities Officers Exam.



Simone Koster

Contact

For more information please visit the DeltaPatents website (www.deltapatents.com) or contact Simone Koster at DeltaPatents (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 **email** fo-training@deltapatents.com

name

how many years of experience in field of patents?

all round IP Administrator?

yes/no

company

company address

private address (town)

office address (town)

billing-address (if different), including email address and phone number

purchase order

VAT-number

tel. no.

e-mail address

member Platform FO

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.

3-day Dates: 5 November 2015 – 23 November 2015 – 15 December 2015 Price €1.170

General Aspects

Core EPC

3-day Dates: 5 January 2016 – 26 January 2016 – 16 February 2016 Price €1.170

PCT Procedures

Foreign Systems

1-day Date: 8 March 2016 Price €390

NL Procedures

Changes Ownership

2-day Dates: 22 March 2016 and 12 April 2016 Price €780

Trademarks & Designs

Full Program Period: November 2015 – April 2016 Price €3.510

(9 days) without Exam Training

Full Program Period: November 2015 – April 2016, Exam Training: 19 April 2016 Price €3.900

(10 days) including Exam Training

Cancellation policy: please check our website (www.deltapatents.com) for our cancellation policy

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