



DELTA PATENTS



Training for IP Administrators

IP ADMINISTRATORS

1-DAY

NL PATENT PROCEDURE + CHANGE OF
OWNERSHIP

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

1-DAY NL PATENT PROCEDURE + CHANGE OF OWNERSHIP

Objective

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

At the end of this module the participant will be able to file a NL application (fax and electronic filing), invoke priority and deal with the most occurring issues for getting a filing date, deal with the formalities as well as the prosecution of the application. The participant will be able to validate the EP patent in the Netherlands and will obtain basic knowledge on the procedure for obtaining a Supplementary Protection Certificate (SPC). Participants will get 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 these phases. Regarding the topic 'change of ownership' attendants will get an understanding of IP rights as property, will be able to establish inventorship and ownership, and will learn what documents are required by the NL Patent Office, EPO and WIPO for registration of a change. 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.

Exam

The Dutch Exam for Formalities Officers is usually held in May each year. The Exam Committee of the Platform Formalities Officers has established a list of knowledge and competences that a certified Formalities Officer is expected to have.

It is necessary to register for the exam via secretariaat@formalitiesofficers.nl and pay a fee. The fee level is lower if you are a member of the Platform FO.

"Good , focuses on the exam but also practically oriented."





Structure and approach

This 1-day module is the third in a series of comprehensive training courses for IP Administrators.

Other modules are:

- General Aspects Patents + Core EPC Procedures (3-day)
- PCT Procedures + Foreign systems (3-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 grant, so as to be consistent with the daily practice of IP Administrators. Additionally, issues during the preparation for filing and after grant are covered.

The information is communicated to participants by presentations using overhead sheets. During 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 NL Patent Office in a format that follows an application from filing to grant. Furthermore we provide a unique set of flow charts developed by ourselves that explain the various procedures visually. We refer to the Dutch Patent Law for further reading.

After the session candidates are required to make homework. We recommend that participants reserve a sufficient amount of time for studying the material and doing homework.

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 NL patent procedure and changes of ownership issues. It is advisable that attendants have some experience in the field of patents.

Contents of this module

This module covers the NL Patent procedure from filing to grant. Also validation of a European patent in NL is discussed, as well as obtaining a Supplemental Protection Certificate (SPC). Furthermore, we explain issues regarding changes of ownership and registration of changes during the PCT International Phase, at the NL Patent Office and at the EPO.

Topics included:

NL Introduction

- Relevant sources of information
- Ownership
- Representation
- Priority:
 - claiming priority
 - correcting / adding priority claim

NL Time limits and Remedies

- Calculation of time limits
- Remedy system

NL Filing the patent application

- What to file and pay
 - request-for-grant form
 - content of the application
 - official fees
- Where to file
- How to file (fax, online)
- Communication with NL Patent Office

NL 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 parts - general

NL Formal requirements and examination

- Overview of formal requirements
- Examination of formal requirements:
 - invitation to correct defects
 - time limits
 - correcting defects



NL Search and search report

- Types of searches
 - national type
 - international type
 - 'free' search
- Who conducts the search?
- Search procedure:
 - request for search
 - time limit
 - search fee
 - defects in request for search
- Special procedures
 - subject-matter unclear
 - lack of unity
- Contents of the search report, documents found in search
- Filing voluntary amendments

NL Publication

- When is application published?
 - early publication on request
- Contents and form publication
- NL Patent Register
- Types of publications
- Preventing publication

NL Grant

- When granted?
- Patent term
- Renewal fees
- Supplementary Protection Certificate (SPC)
 - requirements
 - extension of term of SPC
 - filing the request
 - correcting deficiencies

NL Validation of EP patent

- Requirements EPC, ROW, London Agreement
- Procedure:
 - what to file and pay
 - time limits and remedies
 - deficiencies
- Renewal fees

Changes of Ownership

- Property, ownership / inventorship
- Transfer of patent right
- Requirements for the Deed of Transfer
- When to perform the transfer
- Legalisation of documents (legalisation chain)
- Registration of transfer at the EPO, WIPO and NL Patent Office
- Registration of change of name and/or address at the EPO, WIPO and NL Patent Office

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 NL Patent Office
- **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 NL Patent Office
- Reading material like **law texts**
- **Cases and questions** (open and multiple choice) to assist participants in internalising the information.



In 2021 (and 2022) we offer online training

With the Covid-19 crisis still going on and not knowing how the situation will develop in the upcoming months, we have decided to offer our courses as online training, using video sessions with the WebEx system. For the video sessions, we will use WebEx, which we used last year also for the training, preparing for the Exam in 2022.

With this system you can interact with the tutor and the other candidates, ask questions and give answers to the questions of the tutor.

It requires you to have a system with internet connection, a microphone and a speaker (you may wish to consider a headset); preferably you use a laptop or other computer, but WebEx is also available on smartphones and tablets. For the online training we have divided the topics to be presented in blocks.

Each course day will be split in two and will be scheduled on Monday and Tuesday mornings from 09.00 to 12.30 hrs. Except the Exam Training, this is scheduled on Monday from 09.00 till 17.00 hrs.

Course date

The course will be held on **7-8 March 2022**.

Course language

The material and tuition for the NL Procedures part will be provided in Dutch and/or English (or tuition in English if all participants agree).

The material and tuition for the Change Ownership part will be provided in English (or tuition in 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 one-day course is € 426. Registration for this module is possible ultimately until **11 February 2022**.

It is also possible to enrol for the full training program at once (9 course days), the price is € 3.834.

A further possibility is to enrol for the full training program including the exam training (10 course days) at once, the price is € 4.260.

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 **17 September 2021**.

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.

Full program for the Dutch exam

The full program for IP Administrators, preparing for the Dutch exam, consists of the following modules:

- General Aspects – Core EPC Procedures - € 1.278
- PCT Procedures – Foreign Systems - € 1.278
- NL Procedures – Changes of Ownership - € 426
- Trademarks & Designs - € 852
- Exam Training - € 426
- Full program (9 days) - € 3.834
- Full program (10 days, incl. Exam Training) - € 4.260
- Registration fee € 65

Time schedule

- | | |
|-----------------------|--|
| • 11-12 October 2021 | General aspects. – Core EPC Procedures |
| • 1-2 November 2021 | Core EPC Procedures |
| • 22-23 November 2021 | Core EPC Procedures |
| • 13-14 December 2021 | PCT Procedures |
| • 17-18 January 2022 | PCT Procedures |
| • 7-8 February 2022 | PCT Procedures – Foreign Systems |
| • 7-8 March 2022 | NL Procedures – Changes of Ownership |
| • 28-29 March 2022 | Designs |
| • 11-12 April 2022 | Trademarks |
| • 9 May 2022 | Exam Training (1 day course) |



**“CLEAR EXAMPLES,
CLEARLY SPOKEN AND
UNDERSTANDABLE”**



Simone Koster

Meet the Tutor

- **Simone Koster** is tutor for the IP Administrators' courses. She is a Certified Formalities Officer at DeltaPatents for 10 years now.



Lea Wijnen

Contact

For more information please visit the DeltaPatents website (www.deltapatents.com) or contact Lea Wijnen at DeltaPatents (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** 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: 11/12 October 2021 – 1/2 November 2021 – 22/23 November 2021 Price € 1.278

General Aspects

Core EPC

3-day Dates 13/14 December 2021 – 17/18 January 2022 – 7/8 February 2022 Price € 1.278

PCT Procedures

Foreign Systems

1-day Date: 7/8 March 2022 Price € 426

NL Procedures

Changes Ownership

2-day Dates: Designs 28/29 March 2022 – Trademarks 11/12 April 2022 Price € 852

Trademarks & Designs

1-day Date: 9 May 2022 Price € 426

Exam Training

Full Program Period: October 2021 – April 2022 Price € 3.834

(9 days) without Exam Training

Full Program Period: October 2021 – May 2022 Price € 4.260

(10 days) including Exam Training

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

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