



**DELTA PATENTS**



Training for IP Administrators

**IP ADMINISTRATORS**  
**FULL TRAINING PROGRAM**  
**PREPARING FOR THE DUTCH**  
**EXAM FORMALITIES OFFICERS**

# 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, and Dupont/Danisco. 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 aim to 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

## FULL TRAINING PROGRAM PREPARING FOR THE DUTCH EXAM FORMALITIES OFFICERS

### Objective

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](mailto:secretariaat@formalitiesofficers.nl) and pay a fee. The fee level is lower if you are a member of the Platform FO.

In co-operation with the Platform, DeltaPatents offers a 9-day full training program in preparation of this Exam, focussing on providing the desired knowledge and competences to the participants.

### 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 several patent aspects and procedures and insight in trademark and design procedures. It is advisable that attendants have some experience in the field of patents. Experience in the field of trademarks and designs is not necessary.

### 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.

### 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 Systems (3-day)
- NL Patent Procedure + Changes of Ownership (1-day)
- Trademarks and Designs (2-day)

In addition to these modules we offer a one-day Exam Training which focuses on giving attendants skills on dealing with the exam – how can you most effectively demonstrate your skills in the time available and score maximum marks.

It is possible to enrol for the complete series of courses (with or without the optional exam training), 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, we cover issues during the preparation for filing and after grant.

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 Patent Offices in a format that follows an application from filing to grant / national entry. Furthermore we provide a unique set of flow charts developed by ourselves that explain the various procedures visually. We refer to Applicant's Guides for further reading. In between the sessions candidates are required to make homework, part of which we aim to discuss during the next session.

## Description of the modules

Brochures are published for all modules. 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 (fax and electronic filing), invoke priority and deal with the most occurring issues for getting a filing date, and dealing with the formalities examination. Participants will have a good insight in time limits, remedies (like further processing) and fee

payments and will be able to put the knowledge into practice.

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.

### PCT procedures + Foreign Systems (3-day)

The participant will be able to file a PCT application using the RO/101 form, 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 IP Administrator 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.

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

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, 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).

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 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 NL Patent Office, EPO and WIPO for registration of a change.

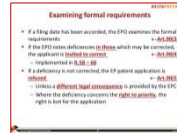
The participant will be able to record a change of name or ownership during the PCT International Phase, at the NL Patent Office and at the EPO. Furthermore the participant will learn how to deal with legalisation and notarisation of documents.

### Trademarks and Designs (2-day)

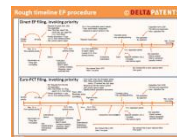
By the end of this session participants will understand the differences between trademarks, designs, domain names and copyright and the different way of thinking compared to patent law. For, different than in patent law, having a trademark and/or design registration does not necessarily mean that rights have been acquired or will remain valid during the registration period. Consequently, participants will acquire knowledge about the filing requirements and understanding of the registration procedure for the Benelux, European and International procedures. Lastly, participants will have an insight in the different filing routes.

## Training material

A comprehensive set of high quality, up-to-date training material 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 Patent Offices (if not available online on websites of Patent Offices)



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

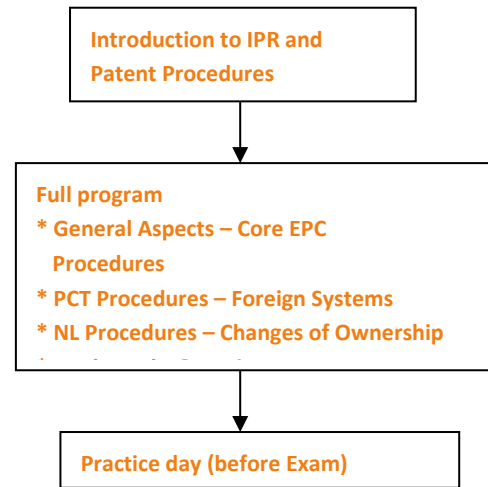
## Prior training

It is advisable that attendants have some experience in the field of patents. Experience in the field of trademarks and designs is not necessary.

Attendants with less experience can first follow the 2-day Introduction to IPR and Patent Procedures course.

## Subsequent training

In addition to these modules, we offer a practice day that is planned shortly before the exam. On this day we will practice previous exams and discuss difficulties that course participants have encountered while preparing for the exam.



## 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)

## Course language

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



## Certificate

Each participant will be given a certificate of attendance.

## Attendance limited to 20

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

## Registration

The price per course day is € 426.

If you register for the full training program at once (4 modules, 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. 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).





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





Diane Tweedlie



Jelle Hoekstra



Tanja la Cour



Simone Koster

## 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.
- **Tanja la Cour** is tutor for Main Exam Paper C and IP Administrators' courses. She is a European Patent Attorney in the field of Life Science and Biotechnology and Manager IP Support.
- **Simone Koster** is tutor for 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](http://www.deltapatents.com)) or contact Lea Wijnen at DeltaPatents ([training@deltapatents.com](mailto: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](http://www.deltapatents.com)) for our cancellation policy**

DeltaPatents - Fellenoord 370, NL-5611 ZL Eindhoven **phone** +31 40 7876030 **fax** +31 40 2366708 **email** training@deltapatents.com