

# GUIDE TO THE FORMAL REQUIREMENTS OF THE EUROPEAN PATENT SYSTEM

19 & 20 March 2015 - H3-3015



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**Dates**  
19 March 2015  
Start: 09.30 – Finish: 17.00  
20 March 2015  
Start: 09.00 – Finish: 16.30

**Registration & Coffee**  
19 March 2015 09.00

**Venue and Accommodation**  
The Rembrandt Hotel, 11 Thurloe Place,  
London SW7 2RS  
[www.sarova.com/rembrandt](http://www.sarova.com/rembrandt)

**CONFERENCE FEES:**  
All fees include course documentation, mid-session refreshments and lunch.

**Please tick your choice:**  
**No accommodation:**  
 £975\* + VAT Accommodation NOT included  
**With hotel accommodation:**  
 £1,124.16\* + VAT includes bed & breakfast for ONE night (March 19) at The Rembrandt Hotel  
 £1,273.32\* + VAT includes bed & breakfast for TWO nights (March 18 & 19) at The Rembrandt Hotel

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# GUIDE TO THE FORMAL REQUIREMENTS OF THE EUROPEAN PATENT SYSTEM

A course for Administrative Staff in the Patent Profession



## Topics covered at this two-day meeting:

- The European Patent Application
- Procedure before the Receiving Section and Search Divisions
- Time limits, Fees
- Loss of rights, transfer of rights
- Examination procedure
- Opposition and Appeal Procedures
- Euro-PCT and International Applications
- Latest changes to the Implementing Regulations

**With:**  
**Petra Schmitz** European Patent Office, Munich  
**Dr Cees Mulder** European Patent Attorney

You can register online at [www.management-forum.co.uk](http://www.management-forum.co.uk) or by phone on +44 (0)1483 730071, fax 730008

JOIN US ON



**19 & 20 March 2015**  
**The Rembrandt Hotel, London**



## WHAT YOU WILL LEARN BY ATTENDING

- How to competently prepare an application for filing before the EPO
- Guidance on all administrative aspects
- What documents are required on filing
- Procedural steps
- Supervision of time limits
- Fee payments

**This course has been specially developed to enable administrative staff to reduce the load on practitioners. Alternative courses are run for attorneys and heads of patent departments.**

## WHO SHOULD ATTEND

- Administrative and patent formalities staff
- Office managers in industrial patent departments
- Administrators in private practice
- Everyone who needs a good understanding of the formal requirements of the European Patent system
- All those who want to familiarise themselves with the basic formal requirements of European Patent Applications.

## ATTENDANCE LIMITED – EARLY REGISTRATION RECOMMENDED

This limitation, a unique feature of all **MANAGEMENT FORUM** seminars, will give participants the opportunity for a thorough discussion of the complex issues to be covered by the programme.

**A Certificate of Attendance for Professional Development will be given to each participant who completes the course**

## SPEAKERS

**Petra Schmitz** joined the European Patent Office in 1989 and worked as a lawyer in Directorate Patent Law (DG5). She was appointed as a legally qualified member of the EPO Boards of Appeal in 2005.

**Dr Cees Mulder** is a European patent attorney and Dutch patent attorney. From 2001-14 he was a partner of DeltaPatents, an IP law firm based in Eindhoven. Dr Mulder is Assistant Professor of European Patent Law at the Faculty of Law, Maastricht University, where he is also Vice-Director of the post-doc curriculum 'Intellectual Property Law and Knowledge Management'.

## DOCUMENTATION

Delegates will receive a course material folder containing comprehensive documentation provided by the speakers, which will be a valuable source of reference for the future.

## FORTHCOMING EVENTS

For a full list of forthcoming conferences and seminars please visit our website at: [www.management-forum.co.uk](http://www.management-forum.co.uk). You may make a registration and request a brochure on-line.

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**Any questions? e-mail [josephine.leak@management-forum.co.uk](mailto:josephine.leak@management-forum.co.uk)**

## Programme

- ▶ **Introduction**
  - Organisation of the European Patent Office
  - Departmental responsibilities
- ▶ **The European Patent Application**
  - Documents needed on filing
  - Accordance of a date of filing
  - Formalities examination
  - Missing parts of the description and missing drawings
  - Case Management
- ▶ **Procedure before the Receiving Section and Search Divisions**
- ▶ **Time Limits**
  - Calculation
  - Extensions
- ▶ **Loss of Rights**
  - Further processing
  - Re-establishment of rights
- ▶ **Transfer of Rights**
- ▶ **Fees**
  - Modes of payment
  - Reductions
  - Refunds
- ▶ **Examination Procedure**
  - Formal procedures up to grant
  - Refusal
  - Withdrawal
  - Deemed to be withdrawn
  - Accelerated examination
- ▶ **Limitation Procedure**
- ▶ **Opposition Procedure**
  - Filing an opposition
  - Formal requirements
  - Subsequent prosecution
- ▶ **Appeal Procedure**
  - Filing an appeal
  - Formal requirements
  - Subsequent prosecution
- ▶ **Euro-PCT Patent Applications**
  - Overview of the international phase
  - Entry in the regional phase