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The Formal Requirements of the European Patent System

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Dates and venue

9-10 May 2017 **Ref: 9825**
7-8 November 2017 **Ref: 9826**

The Rembrandt Hotel
11 Thurloe Place
London SW7 2RS
Tel: +44 (0)20 7589 8100

Programme schedule

Registration and refreshments: 09.00

	Day one	Day two
Start	09.30	09.30
Close	17.00	16.30

Accommodation

We have arranged a preferential rate for accommodation at the venue. To take advantage of this please contact reservations_rembbrandt@sarova.co.uk and state you are a Management Forum delegate. There are limited rooms available at this rate so please book early to avoid disappointment. For information on alternative accommodation please visit our website: management-forum.co.uk/accommodation



Three ways to book

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Fees and payment

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Multiple booking discount for 2nd or subsequent delegates - 15%

£849.15 + VAT = £1018.98 • €1189.15 + VAT = €1426.98

Payment options

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The small print

FEES: The fee includes all meals and refreshments for the duration of the course and a complete set of course materials. If you have any particular requirements please advise customer services when booking.

HOW TO REGISTER AND PAY: A VAT invoice and booking confirmation will be sent within 7 days, please contact us if you have not heard anything after that time. Payment can be made by credit/debit card, by bank transfer (for bank account details please see payment details section on our website). VAT no GB 41232109. Any questions please contact Customer Services on +44 (0)20 7749 4730. **ALL PAYMENTS MUST BE RECEIVED IN ADVANCE OF THE EVENT.**

MULTIPLE BOOKING DISCOUNTS: This discount may not be used in conjunction with any other offer

CANCELLATIONS AND TRANSFER: Once we have received your booking the place(s) are confirmed.

Delegate	Up to 28 days before course	27 to 14 days before course	13 to 0 days before course
Cancellation	10% admin fee	100% admin fee	100% admin fee
Transfers	Free	10% admin fee	100% admin fee
Substitution	Free	Free	Free

A maximum of one transfer is allowed. After the transfer no cancellation can be accepted and the full invoiced fee will be charged. Transfers are subject to payment of the difference on higher value courses. All cancellations must be received in written form.

For event cancellation policy and T&Cs see our website

The Formal Requirements of the European Patent System

A seminar for administrative staff in the patent profession

9-10 May 2017 • 7-8 November 2017 London



Topics to be covered at this seminar:

- Introduction to the European patent system
- The European patent application
- Electronic filing
- Procedure before the receiving section and search divisions
- Time limits, fees
- Loss of rights, transfer of rights
- Examination procedure
- Post-grant proceedings
- Overview of PCT
- Regional entry before the EPO

Expert faculty:

Dr Cees Mulder

European Patent Attorney

Petra Schmitz

European Patent Office, Munich

Includes: Practical and interactive exercises

What you will learn by attending:

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

Who should attend?

- Administrative and patent formalities staff
- Office managers in industrial patent departments
- Administrators in private practice
- Those needing a good understanding of the formal requirements of the European patent system

A certificate of attendance for professional development will be available to each participant who completes the course



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Expert faculty:



Dr Cees Mulder is a European patent attorney. From 2001-09 he was a partner of DeltaPatents (NL), a private patent attorney office that he co-founded as a leading institute for training patent professionals in Europe, in particular patent attorneys,

for the European Qualifying Examination. He is currently an Associate Professor of Industrial Property Law at the Faculty of Law of Maastricht University (NL) where he teaches in the post-doc curriculum 'Intellectual Property Law and Knowledge Management (LL.M/MSc)'. In addition, Cees is a senior lecturer in many courses and seminars on the European Patent Convention, the Patent Cooperation Treaty, the Paris Convention and the Patent Law Treaty. He is the author of the book *'The Cross-Referenced Patent Cooperation Treaty'* (published annually) and co-author of the book *'Proceedings before the European Patent Office - A Practical Guide to Success in Opposition and Appeal'* (2015).



Petra Schmitz European Patent Office, Munich. After studying law at university she worked as a research assistant at the Institute for Private Law and Patent Law at the Technical University Munich. In 1989 she started work in the

EPO as a lawyer in Directorate Patent Law. Since October 2005 she has been a legally qualified member of the Boards of Appeal. She is also a member of the Presidium of the Boards of Appeal. Petra is acting as CEIPI tutor at the University of Strasbourg for the preparation of Part D of the European Qualifying Examination (EQE). She is a co-author in the EPC commentary Singer/Stauder.

Previous attendees have commented:

'Very interesting course'
'Enthusiastic and engaging trainers'

Day one

09.00 ▶ Registration and refreshments

09.30 ▶ Introduction to the European patent system

- History and development
- Organisation of the European Patent Office
- Departmental responsibilities

10.15 ▶ The European patent application

- Documents needed on filing
- Accordance of a date of filing

11.00 ▶ Refreshments

11.15 ▶ The European patent application...continued

- Formalities examination
- Missing parts of the description and missing drawings
- Case management

12.30 ▶ Lunch

13.30 ▶ Practical exercise: Divisional application

14.15 ▶ Electronic filing

- Case management system
- Web-form filing

15.00 ▶ Refreshments

15.15 ▶ Procedure before the receiving section and search divisions

- Search report and search opinion
- Response to the search opinion
- Publication of the application

15.45 ▶ Fees

- Modes of payment
- Reductions
- Refunds

16.15 ▶ Practical exercise: Divisional application

17.00 ▶ Close of day one

Day two

09.00 ▶ Refreshments

09.30 ▶ Time limits - notification

- Calculation
- Extensions
- Notification

10.00 ▶ Loss of rights - remedies

- Further processing
- Re-establishment of rights
- Transfer of rights

10.30 ▶ Practical exercise: Time limits

11.00 ▶ Refreshments

11.15 ▶ Substantive examination - examining division

- Formal procedures up to grant of the European patent
- Refusal of the application
- Withdrawal of the application
- Deemed to be withdrawn
- Accelerated examination

12.00 ▶ Post-grant proceedings

- Opposition
- Limitation
- Appeal

12.30 ▶ Lunch

13.30 ▶ Overview of PCT

- Overview of the international phase
- Entry in the regional phase

14.30 ▶ Refreshments

14.45 ▶ Regional entry before the EPO as designated office

- EPO Form 1200
- Payment of fees
- Supplementary European search
- Substantive examination

16.30 ▶ Close of seminar