IPI Academy

MANAGEMENT forum



Presented by
Management Forum

Formal Requirements of the European Patent System

9-10 June 27
+ 13-14 December 27

This two-day training course for administrative staff in the patent profession details how to competently prepare an application for filing before the EPO. *INCLUDES: Practical and interactive exercises*

Format:
Live online

CPD:
12 hours for your records

Certificate of completion

Course overview

This practical and interactive training course will guide administrative staff in the competent preparation of an application for filing before the EPO. The course will deepen your understanding of this highly complex area by providing information on all the key administrative aspects including the documentation required on filing, the procedural steps to be followed, and details of time limits and fee payments.

These intensive and highly valuable two days of training will enhance your knowledge of the formalities procedures at the EPO and enable you to be more efficient in your role.

Key topics to be covered:

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

The training course includes a mix of theory and practical exercises and case studies to enhance the learning experience. There will also be time to put your questions to our expert trainer on the procedures. The training course also offers the opportunity to network with like-minded professionals from other companies and get answers to your biggest challenges.

Benefits of attending

By attending this training course, you will:

- **Master** the art of competently preparing an application for filing before the EPO
- **Receive** guidance and insights on all the latest administrative aspects
- **Learn** which documents are required on filing
- **Understand** the procedural steps involved and how to complete them successfully
- **Get to grips** with time limits and how they can affect your application
- **Review** all aspects of fee payments

There will be time during the course to ask your questions to the expert trainer and get solutions to the challenges you encounter.

Who should attend?

This training course will be of particular value to:

- Patent administrators and patent formalities staff
- Office managers in industrial patent departments
- Patent administrators in private practice

Plus all those needing a good understanding of the formal requirements of the European patent system.

Programme

Day 1

Introduction to the European patent system

- History and development
- Organisation of the EPO
- 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

Practical exercise: Divisional application

Introduction to electronic filing

- Case management system
- Web-form filing

Procedure before the receiving section and search divisions

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

Fees

- Modes of payment
- Reductions
- Refunds

Practical exercise: Fee payment

Day 2

Time limits – notification

- Calculation
- Extensions
- Notification

Loss of rights – remedies

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

Practical exercise: Time limits

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

Post-grant proceedings

- Opposition
- Limitation
- Appeal

Overview of PCT

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

Regional entry before the EPO as designated office

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

Presenter



Richard Gillespie

Richard Gillespie, European and Irish Patent Attorney and owner of Inventorship, an intellectual property advice and services company, has over fifteen years' experience in diverse technical fields (such as medical devices, computers, electronics, and telecoms) from his work at top tier patent practices in Dublin and London. He organises CEIPI tutorials for preparing Irish trainees to become European Patent Attorneys. He also tutors on European and Irish law relating to inventive step.

Richard is a qualified European and Irish patent attorney and a qualified design representative before the European Union's Intellectual Property Office (EUIPO). He holds a degree in computer and electronic engineering from Trinity College Dublin. While there he completed a research master's degree on the power consumption of CMOS binary multipliers, kayaked and played the guitar. During this time, he enjoyed teaching undergraduate laboratory courses in telecommunications.

Course dates

9-10 June 27	**Live online** 09:30-17:00 **UK (London)** (UTC+01) *Course code 17214*	GBP **1,199** ~~1,399~~ EUR **1,679** ~~1,959~~ USD **1,927** ~~2,239~~ **Until 14 Apr**
13-14 December 27	**Live online** 09:30-17:00 **UK (London)** (UTC+00) *Course code 17545*	GBP **1,199** ~~1,399~~ EUR **1,679** ~~1,959~~ USD **1,927** ~~2,239~~ **Until 18 Oct**

How to book

Online:
ipi.academy/2240

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews

★★★★★

I wanted to deepen my knowledge regarding the formalities procedures at EPO, especially regarding non-common cases, and now I am much more confident with them. I liked the presentations of Ms Schmitz and Mr Mulder very much and the way they transmit their immense knowledge about EPO procedures. I found the course very stimulating and it made me want to acquire more and more knowledge about the procedures we apply every day in our work.

Federica Lena
Patent Assistant
Marben s.r.l.
Nov 28 2019

★★★★★

The best course for the subject I have attended.

Sophia Florous
Formalities Officer
Industrial Property Organisation
Nov 29 2018

★★★★★

All at a very high level and I must say that both speakers were outstanding. The hand-outs offered will help in our office and the content was comprehensive.

Adriana Fontanarosa
Patent Formalities
Hoffmann Eitle SRL
Nov 29 2018

★★★★★

I found the course very well structured, the presentation was very clear and perfectly conducted by the speakers who were able to give all requested details and maintain the attention of the participants. Just brilliant! I particularly liked the practical examples and exercises.

Lisa Visentin
Patent Formalities
HOFFMANN EITLE S.R.L.
Nov 29 2018

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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