

Seminar on the Patent Cooperation Treaty (PCT) for Patent Administrators and Paralegals

Geneva, October 17 and 18, 2011

GENERAL INFORMATION

Document prepared by the Secretariat

INTRODUCTION

1. This PCT seminar is particularly geared towards patent administrators and paralegals who are already familiar with the PCT system. Prior completion of the PCT distance learning course is highly recommended (http://www.wipo.int/pct/en/distance_learning/index.html).
2. The seminar will be conducted by staff members of WIPO and will cover in detail the procedural aspects of the PCT system, including tips and suggestions on how to make most effective and efficient use of the PCT system. The outline of the seminar program is as follows:
 - Preparation of the international application
 - Electronic filing and e-Services
 - Agents and common representatives
 - Biological materials and sequence listings
 - The International Bureau as receiving Office
 - Correction procedures
 - International search and examination
 - PCT Resources and PATENTSCOPE®
 - National phase entry
 - Strategies for using the PCT
 - Recent and future developments

OPENING

3. The PCT seminar will commence on Monday, October 17, 2011, at 9.30 a.m. (registration from 9 a.m.) and will end on Tuesday, October 18, 2011 at 5.30 p.m.

VENUE

4. World Intellectual Property Organization (WIPO)
The New Building (across from the main WIPO building)
35, chemin des Colombettes
1211 Geneva 20
Switzerland

REGISTRATION

5. Interested participants are requested to register online at:
http://www.wipo.int/meetings/en/registration/form.jsp?meeting_id=23222
6. Registration fee: this seminar is offered free-of-charge. Participants are responsible for their own travel and accommodation arrangements.
7. Deadline for registration: Friday, September 16, 2011.
8. Number of participants: The number of participants is limited to 45.
9. Further information on the PCT seminar may be obtained from:

PCT Outreach and User Relations Section
PCT Legal Division
Innovation and Technology Sector
E-mail: pct.our@wipo.int

LANGUAGE

10. The seminar will be conducted in English only.

ADMISSION BADGES

11. Admission badges are issued to participants at the registration desk situated in the New Building. The desk will open for registration on Monday, October 17, 2011 from 9 a.m. Participants are requested to wear their badges visibly at all times when they are in the WIPO buildings.

INTERNET CAFÉ

12. Several PCs are available for use by participants in the Internet Café located on the mezzanine level of the main WIPO building. For those with laptops and Wi-Fi access cards, Wi-Fi is available both in the main WIPO building, as well as the New Building.

TRAVEL/HOTELS

Visas

13. If you require an entry visa for Switzerland, please ensure that the necessary formalities are undertaken in sufficient time.

Hotel Accommodation

14. Information on hotels in Geneva may be obtained from the Geneva Tourist Office:

Telephone: (+41 22) 909 7000

Hotel Reservations Desk:

Telephone: (+41 22) 909 7020

Facsimile: (+41 22) 909 7021

Website: (+41 22) www.geneve-tourisme.ch

Travel

15. An American Express Travel agency is located in the main WIPO building for any assistance with travel arrangements:

Opening hours: 9 a.m. to 5 p.m. (Monday to Friday)

Telephone: (+41 22) 338 7770 / 71 / 72

Facsimile: (+41 44) 385 6036

Email: ax.wiponet@aexp.com

TAXIS

16. The nearest taxi stand is situated on chemin Louis-Dunant. Taxis may also be called by dialing (+41 22) 320 2202 or (+41 22) 320 2020.

PUBLIC TRANSPORT

17. Buses to and from Geneva city center (and the railway station) stop at avenue Giuseppe Motta outside the ITU tower (bus line 8, bus stop "UIT") and Place des Nations (bus lines 5, V, Z and tram lines 13 and 15, bus stop "Nations"). For more information, see <http://www.tpg.ch>.

OTHER FACILITIES AVAILABLE AT OR NEAR WIPO

Postal Service

18. There is a post office located across the street at 17, rue de Varembeé.

Opening hours: 8 a.m. to 12 noon and 2 p.m. to 6 p.m.

19. Postage stamps may also be purchased from the Information Center located in WIPO's main entrance lobby.

Bank

20. A branch of the Union de Banques Suisses (UBS) is situated across the street at 17, chemin Louis-Dunant.

Opening hours: 8.30 a.m. to 4.30 p.m. (Monday to Friday)

21. An Automated Teller Machine (ATM) is also located to the right of WIPO's main entrance lobby.

Cafeteria

22. A self-service cafeteria is located on the ground floor of the New Building. It is open from 8 a.m. to 5 p.m. Please note that the cost of lunch shall be borne by each participant individually. Tables will, however, be reserved in the WIPO cafeteria for the participants of the seminar. Please also note that the WIPO cafeteria accepts exclusively cash in the local currency.

RESTAURANTS

23. There are a number of restaurants in the vicinity of WIPO offering a wide range of cuisine.

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