INSTRUCTIONS CONCERNING ACCESS AND USE OF THE MADRID SYSTEM LEGAL FORUM

1. Before gaining access to the Madrid System Legal Forum, users must create a WIPO User Center account. To create said account, users should fill the online form available at: https://www3.wipo.int/wipoaccounts/usercenter/public/register.jsf. If a WIPO User Center account has already been created, please skip to paragraph 5 of this document.

2. Users will be presented with an online form. Please complete said form to create an account.

   Create an account

   Please fill in your details below in order to register for an online user account. All fields marked with * are mandatory.

   User information

   Username *
   First Name *
   Last Name *
   Company/Organization
   Phone
   Address

   City *
   Country *
   Language (Interface + notifications) *

   E-mail

   Please indicate an individual e-mail address below. The same e-mail address cannot be used with another account.
   E-mail *
   Confirm E-mail *
   You will receive confirmation by e-mail about the creation of your user account. Please check that your e-mail address is indicated correctly.

   Password

   Password *
   Confirm password *
   Verification *
   Type the characters displayed below:

   
   d o w e t s

   Characters
   Create an account

3. Users will receive a message at the email address provided in the online form asking them to validate their recently created account. The e-mail will provide a link which will enable them to create a USERNAME and a password.

   Thank you for registering for a WIPO User Center Account.

   To verify that you own this e-mail address and to continue with the registration process, please click on the following link. Via this link you will be able to set your username and password:
   https://www3.wipo.int/usercenter/en/validate.jsf?control=1&B2930F6872F19008C05A3664270AB41971

   If clicking on the link above does not work, try copying and pasting the entire link into the address bar of your browser.

   Please note that for security purposes, this link will expire 24 hours from the time it was sent.

   If you encounter any problems during the registration process or if you have any questions, please visit the WIPO User Center support page.

   This e-mail message has been automatically generated. Please DO NOT REPLY to this mail.
4. Users shall access said link to create a USERNAME and a password. Please follow the criteria for setting-up the said password. A WIPO User Center account will give you access to all non-restricted WIPO Online Fora.

5. Access to the Madrid System Legal Forum is restricted. In order to get access to the Forum, please send an e-mail to madridlegal@wipo.int with your recently created USERNAME.

6. Users will receive an e-mail confirming that access has been granted and to which sections of the Madrid System Legal Forum.
7. The Madrid System Legal Forum is available at: https://www3.wipo.int/confluence/login.action?os_destination=%2Fspaces%2Fviewspace.action%3Fkey%3Dmldof. A direct link is also provided at the “For Offices Only” section of the Madrid website, at: http://www.wipo.int/madrid/en/contracting_parties/. Please, be advised that users who have not been granted access to the Forum will not be able to post any comment or contribution.

8. Participants in the Working Group will be granted access to “The Madrid System Tomorrow, Moving Forward” section of the Madrid System Legal Forum. This section has four discussion pages, each one dealing with a proposal submitted before the Working Group. A link to the related documents has been provided. Comments should be posted in the corresponding discussion pages.
9. Participants in the Working Group can post comments by clicking on “Add comment”. They will be presented with a small window with a basic online text editor. Users may type text, insert pictures and hyperlink to an URL address. Participants may also preview their postings by clicking on the “Preview” tab. After the text is composed, the operation is completed by clicking on “Save”. Participants may exit without posting their contributions by clicking on “Cancel”. Users may wish to check on the “Watch this page” box to receive e-mail notifications every time a new comment has been posted on a particular discussion page to which they have made a contribution. Finally, participants may edit their own postings at any time.
10. Participants may also reply to an existing comment. Said reply will appear indented below the corresponding comment. Replies may also be edited at any time.

11. A participant willing to eliminate one of his contributions or a comment posted by another participant shall send an e-mail to madridlegal@wipo.int. Please include the phrase “Request to delete Madrid System Legal Forum posting” on the subject line. The message shall include the USERNAME of the participant who has posted the contribution, the time it was posted and any other particulars that might help identify the said contribution. In case the request deals with the elimination of another participant’s contribution, please briefly explain the grounds for the request.

12. Participants wishing to submit a document for discussion or who would like to initiate a new discussion page shall send an e-mail to madridlegal@wipo.int. Please include the phrase “Request to [post new document/open new discussion page] on the Madrid System Legal Forum” on the subject line. The message shall include the document in WORD or PDF format with a brief explanation concerning the motivation for said request.

13. Participants are reminded that contributions made to the Madrid System Legal Forum will not necessarily be considered as contributions made to the Working Group. Said contributions would have to be regularly introduced through the appropriate channels if they are meant to be a formal proposal for the consideration of the aforesaid Working Group.
14. Staff or Officials working in the Office of a Contracting Party of the Madrid System will be granted access to the “Implementing the Madrid System, Peer Office to Office Discussion” section of the Forum. Offices wishing to share their experience implementing the provisions of the Madrid System or wanting to inquiry other Offices concerning said implementation, may post a comment or a question here. Offices are strongly encouraged to comment or reply. With respect to posting, editing, replying and removing comments, please refer to paragraphs 9 to 11 of this document.

15. Finally, participants may wish to be updated of any changes or comments made with respect to a particular discussion page. If so, participants could activate the “Watch page” feature, under the top right menu, in the relevant discussion page. This feature could be deactivated at any time by unmarking the “Watch page” option.