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**United States Patent and Trademark Office
Global Intellectual Property Academy
Patent Cooperation Treaty Receiving Office Administration Program
24 – 28 January 2011**

Location: *Global Intellectual Property Academy,
Venice Room*
United States Patent and Trademark Office
James Madison Building, East 2nd Level
600 Dulany Street
Alexandria, Virginia 22314, USA

(Unless otherwise noted, all classes will be held in this location)

Coordinators:

James Housel, Director

Global Intellectual Property Academy
United States Patent and Trademark Office
Phone: 571-272-9300
Fax: 571-273-0085
Email: james.housel@uspto.gov

Minna Moezie, Attorney-Advisor

Office of Policy and External Affairs
United States Patent and Trademark Office
Phone: 571-272-9300
Fax: 571-273-0085
Email : minna.moezie@uspto.gov

Sean Wilkerson, Program Coordinator

Global Intellectual Property Academy
United States Patent and Trademark Office
Phone: 571-272-9300
Fax: 571-273-0129
Email: sean.wilkerson@uspto.gov

***Angel Jenkins, Administration Support
Specialist***

Global Intellectual Property Academy
United States Patent and Trademark Office
Phone: 571-272-9300
Fax: 571-273-0129
Email : angel.jenkins@uspto.gov

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| Instructors (unless otherwise noted below): |
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Michael Neas, Supervisory PCT Legal Examiner

Office of PCT Legal Administration
United States Patent and Trademark Office
Phone: 571-272-3289
Fax: 571-273-0419
Email: michael.neas@uspto.gov

Debra Brittingham, PCT Special Programs Examiner

Office of PCT Legal Administration
United States Patent and Trademark Office
Phone: 571-272-3280
Fax: 571-273-0419
Email: debi.brittingham@uspto.gov

Shian Luong, PCT Special Programs Examiner

Office of PCT Legal Administration
United States Patent and Trademark Office
Phone: 571-272-4557
Fax: 571-273-0419
Email: shian.luong@uspto.gov

Harry Kim, PCT Special Programs Examiner

Office of PCT Legal Administration
United States Patent and Trademark Office
Phone: 571-272-3285
Fax: 571-273-0419
Email: harry.kim@uspto.gov

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| Discussion leaders (unless otherwise noted below): |
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Mrs. Beate Giffo-Schmitt

Coordinator, Processing Team 03
PCT Processing Service, PCT Operations
Division
World Intellectual Property Organization

Mrs. Athina Nickitas-Etienne

Coordinator, Processing Team 04
PCT Processing Service, PCT Operations
Division
World Intellectual Property Organization

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Day 1: Monday – 24 January 2011

- 9:00 – 9:15 a.m. Welcome and Program Overview
- Minna Moezie*
Attorney-Advisor
Office of Policy and External Affairs
- Michael Neas*
Supervisory PCT Legal Examiner
Office of PCT Legal Administration
- 9:15 – 10:00 a.m. Introduction to the Patent Cooperation Treaty
- 10:00 – 11:45 a.m. Step – By – Step Receiving Office Training
- Identifying a PCT application
Parts of an International Application
Determine date of Receipt
- 11:45 – 12:00 p.m. Introduction of the Patent and Trademark Office Society (PTOS)
- Raymond Addie*
Primary Patent Examiner, USPTO, and
Patent and Trademark Office Society
- 12:00 – 1:30 p.m. Lunch
- 1:30 – 4:45 p.m. Step – By – Step RO Training - Continued
- Incomplete IA
Accompanying Documents
Competence of the RO
- 4:45 – 5:00 p.m. Group picture

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Day 2: Tuesday – 25 January 2011

9:00 – 12:00 p.m. Step – By – Step RO Training - Continued

Requirements for obtaining IFD
PCT Request Form (PCT/RO/101) Box I – Box VI
Priority Date and related subjects

12:00 – 1:30 p.m. Lunch

1:30 – 5:00 p.m. Step – By – Step RO Training – Continued

PCT Request Form (PCT/RO/101) Box VII – Box X
Payment and transfer of fees and refunds
Preparation and transmittal of home, record and search copies

Day 3: Wednesday – 26 January 2011

9:00 - 12:00 p.m. Step – By – Step RO Training – Continued

Processing of other documents
Withdrawals
PCT Rule 92*bis* Request
RO Forms and marking of sheets by RO

12:00 – 1:30 p.m. Lunch

1:30 – 5:00 p.m. In-depth modules

Requirements for an international filing date
Related exercises – mentoring by WIPO/USPTO
Formal Requirements

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Day 4: Thursday – 27 January 2011

- 9:00 - 12:00 p.m. In-depth modules – continued
- Compliance with physical requirements
Invitation to correct defects
Related exercises – mentoring by WIPO/USPTO
- 12:00 – 1:30 p.m. PTOS Pizza and Ice Cream Social (GIPA Café)
- 1:30 – 5:00 p.m. In-depth modules – continued
- Priority
Related exercises – mentoring by WIPO/USPTO
Missing Parts and incorporation by reference
Related exercises – mentoring by WIPO/USPTO

Day 5: Friday – 28 January 2011

- 9:00 - 12:00 p.m. In-depth modules – continued
- Substitute sheets
Ex officio corrections
Sequence Listings
- Susan Wolski, PCT Special Programs Examiner
Office of PCT Legal Administration
United States Patent and Trademark Office
Phone: 571-272-3304
Fax: 571-273-0419
Email: susan.wolski@uspto.gov*
- 12:00 – 1:00 p.m. Lunch
- 1:00 – 2:30 p.m. International Bureau review/processing of record copies
Presentation by International Bureau staff
- Mrs. Beate Giffo-Schmitt
Coordinator, Processing Team 03
PCT Processing Service, PCT Operations Division
World Intellectual Property Organization*

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*Mrs. Athina Nickitas-Etienne
Coordinator, Processing Team 04
PCT Processing Service, PCT Operations Division
World Intellectual Property Organization*

- 2:30 – 3:30 p.m. Questions and Answers and Program Wrap Up
- 3:30 – 4:00 p.m. Course Evaluations and Awarding of Certificates of Completion

- Morning break each day at approximately 10:30.
- Afternoon break each day at approximately 3:30.
- Unless otherwise noted, lunch each day is on your own at the USPTO cafeteria or other local establishment.