

European Patent Academy Seminar OC09-2014
How to understand EPO search reports and written opinions (ADVANCED LEVEL)
09 – 11 April 2014
Rome, Italy

Dear European Patent Academy contact person,

The European Patent Academy is pleased to announce that on line registration has been opened for the above-mentioned public event.

Please note that for staff members of the national offices of EPO member states or a PATLIB centre officially recognised by your office the participation is **free of charge**, the payment of the registration fee is not required.

LEVEL FINDER

The European Patent Academy has developed a level finder in order to help potential participants to check whether their level of expertise fits with the level required for participating in this seminar. The link to this level finder is provided below:

<https://e-courses.epo.org/course/index.php?categoryid=19>

They should login with "**levelfinder**" and "**EPO_levelfinder1**", and access the "advanced level" test via the "intermediate level" test.

Please note that use and completion of the level finder is not mandatory, but may give your participants valuable guidance.

REGISTRATION

Details of the event and how to register can be found on the event website (please enter the seminar reference as a keyword):

[Patent event search area](#)

As this event is a public event, there is no authorisation code required.

Please note that the deadline for online registration is: **14-03-2014**

http://application.epo.org/ipcal/i_event.php?id=12075

SEMINAR VENUE

The event will take place at:

Centro Congressi
Palazzo Rospigliosi
Via XXIV Mayo, 43
00187 Rome
Italy

PROGRAMME AND DETAILED INFORMATION

A programme and more detailed information will be sent to the registered participants in due course. The draft programme will be soon available on the event website.

TRAVEL & ACCOMMODATION

The participants are kindly asked to take care of their travel and accommodation themselves.

We have compiled a list of the following hotels in Rome. When you register, please refer to the preferential rate agreed with GERMINA CAMPUS. Prices in the list are indicative and may vary according to the hotel price policy in 2014.

Singola means a single room
Dus means a double room for single use
Doppia means a double room.

FINANCIAL PROCEDURE

National offices of EPO member states are entitled to financial support to cover their expenses for participation under the provisions of the Co-operation Roadmap (2012-2015) as outlined in CA/85/11.

Provided that the participant's registration is approved by the European Patent Academy and that the participation in the seminar is included in the Bilateral Co-operation Plan of your country, the participation of a maximum of two persons in a seminar will be automatically entitled to financial support in compliance with CA/85/11 without any further notification.

Reimbursement requests should be sent to the EPO as soon as the seminar has taken place.

Should the national office wish to register more than two participants, registration approval by the European Patent Academy in case of free remaining slots will only be decided on after the registration deadline.

The total costs of the training event participation are expected to be composed of:

1. Central cost contribution (e.g. catering during the event days, speakers, documentation, logistics): EUR 810,00 per participant. These costs will not be charged to NPOs.

2. Subsistence allowance: Either according to the national office's rules for duty travel or up to a maximum according to EPO rules for mission reimbursement.

In the present case this maximum has been calculated to EUR 863,00

3. Flights and local transport

The positions 2. and 3. refer to costs arising for each participant individually and must first be paid for by the national office.

As soon as possible after the event, the national office should send a reimbursement request with a **cost statement** by mail to:

European Patent Office, Accounts Payable, P.O. Box 90, 1031 Vienna, Austria

The cost statement must include the following supporting documents (originals or copies authorised by the national office):

- travel agency invoice for flight ticket
- all boarding passes
- remainders of the flight ticket, if any
- indication of the national office's subsistence allowance rate applied, if reimbursement according to national rules is requested

CONTACT

Should you have any questions or in case you need any assistance, please do not hesitate to contact:

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European Patent Academy
European Patent Office

Best regards / Mit freundlichen Grüßen / Sincères salutations

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