

Advanced Seminar on the Patent Cooperation Treaty (PCT)

Geneva, October 9 and 10, 2014

GENERAL INFORMATION

Document prepared by the Secretariat

INTRODUCTION

1. This PCT seminar is particularly geared towards patent administrators, paralegals and other users who are already familiar with the PCT System. WIPO staff will facilitate discussions of PCT topics including presentations and live demonstrations of ePCT, WIPO's electronic portal for filing and managing PCT applications. Prior completion of the introductory PCT distance learning course is highly recommended (http://www.wipo.int/pct/en/distance_learning/index.html).

OPENING

2. The PCT seminar will commence on Thursday, October 9, 2014, at 9.00 a.m. (registration as from 8.30 a.m.) and will end on Friday, October 10, 2014 at 4.00 p.m.

VENUE

3. World Intellectual Property Organization (WIPO)
The New Building (across from the main WIPO building)
35, chemin des Colombettes
1211 Geneva 20
Switzerland
(a map will be provided to the participants)

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REGISTRATION

(N.B. : WIPO will not be able to offer financial assistance towards travel and subsistence expenses, nor provide assistance for obtaining an entry visa into Switzerland. Moreover, all registrants will have to provide travel and visa details, as a final confirmation of their participation in the seminar, on or before September 9, 2014). A message of acknowledgement will then be sent out by WIPO.

5. Interested participants are requested to make a preliminary registration online at:
http://www.wipo.int/meetings/en/details.jsp?meeting_id=33504

6. Registration fee: this seminar is offered free-of-charge.

7. Deadline for registration: Friday, September 12, 2014.

8. Number of participants: The number of participants is limited to 50.

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 Thursday, October 9, 2014, from 8.30 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 in the WIPO Library and in the WIPO Information Center. Wi-Fi is available in the lobbies of the main WIPO building and the New Building, and in the WIPO cafeterias.

TRAVEL/HOTELS/TRANSPORTATION

Travel

13. Participants are responsible for their own travel arrangements (please see note under REGISTRATION here above).

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Visas

14. If you require an entry visa for Switzerland, please ensure that the necessary formalities are undertaken in sufficient time. WIPO does not provide any assistance in securing visas for travel purposes (please see note under REGISTRATION here above).

Hotel Accommodation

15. 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: www.geneve-tourisme.ch

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

Travel Agency

18. A Carlson Wagonlit 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 7800

Email: wipo.ch@contactcwt.com

Bank

19. 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)

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

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Cafeteria

21. A self-service cafeteria is located on the ground floor of the New Building and another cafeteria is located in the PCT building. Both are 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 New Building cafeteria for the participants of the seminar. The WIPO cafeteria accepts both local currency and credit cards.

Restaurants

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

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