

## **Advanced Seminar on the Patent Cooperation Treaty (PCT)**

**Geneva, September 17 and 18, 2018**

### GENERAL INFORMATION

*Document prepared by the International Bureau*

### INTRODUCTION

1. This PCT seminar is targeted towards patent administrators, paralegals and other users who are already familiar with the PCT System. This is a unique opportunity to learn more about the procedural details of the PCT system and some of the best filing and practice strategies, directly from PCT experts of the International Bureau of WIPO. Prior completion of the introductory PCT distance learning course is highly recommended ([http://www.wipo.int/pct/en/distance\\_learning/index.html](http://www.wipo.int/pct/en/distance_learning/index.html)).

### OPENING

2. The PCT seminar will commence on Monday, September 17, 2018, at 9.00 a.m. (registration as from 8.30 a.m.) and will end on Tuesday, September 18, 2018 at 1.00 p.m. (optional tour of the PCT Operations from 2.00 to 3.00 p.m.)

### VENUE

3. World Intellectual Property Organization (WIPO)  
34, chemin des Colombettes  
1211 Geneva 20  
Switzerland

(a map will be provided to the participants)

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## REGISTRATION

**(N.B.: WIPO does not offer any financial assistance towards travel and subsistence expenses, nor does it 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 Friday, September 7, 2018). A message of acknowledgement and registration confirmation will then be sent out by WIPO.**

4. Interested participants are requested to make a preliminary registration online at: [registration link to be provided].
5. Registration fee: this seminar is offered free-of-charge.
6. Deadline for registration: Friday, September 7, 2018.
7. Number of participants: The number of participants is limited to 50.
8. Further information on the PCT seminar may be obtained from:

PCT Legal and User Support Section  
PCT Legal and User Relations Division  
Patents and Technology Sector  
E-mail: [pct.our@wipo.int](mailto:pct.our@wipo.int)

## LANGUAGE

9. The seminar will be conducted in English only.

## ADMISSION BADGES

10. Admission badges are issued to participants at the registration desk situated in the WIPO Access Centre. The desk will be open for registration on Monday, September 17, 2018 as from 8.30 a.m. Participants are required to wear their badges visibly at all times when they are in the WIPO buildings.

## INTERNET CAFÉ

11. 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

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

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#### Visas

13. 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

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: [www.geneve-tourisme.ch](http://www.geneve-tourisme.ch)

15. Airbnb rentals are also available in Geneva: [www.airbnb.com](http://www.airbnb.com).

#### Taxis and ride-sharing

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.

17. Uber ride-sharing is also available in Geneva: [www.uber.com](http://www.uber.com).

#### Public Transport

18. 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 at 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

##### 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)

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

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#### Cafeteria

22. 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

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

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