Patent information training – general conditions

Registration

Once the training programme is published, participants can register via our website.

To maximise efficiency for all concerned, each course requires a minimum number of participants.

As soon as that number is reached for your chosen course - and two weeks beforehand at the very latest - we will at once send you confirmation that the course is going ahead as planned.

If, two weeks beforehand, not enough participants have registered, the course will be cancelled and you will be notified accordingly by email.

Unless otherwise specified, courses are limited to 20 participants, to ensure that the trainer can devote sufficient time to each individual. Courses which are oversubscribed will be filled on a first come, first served basis.

Fees

The fee for courses held at the EPO in Vienna is EUR 300 per day and EUR 210 EUR for a half-day. Full-time students who have not reached twenty-six years of age at the time of the seminar pay 30% of the normal fee (subject to proof of that status and the date of birth).

The fees - payable in advance - include course materials, the use of equipment, and refreshments during the course.

Registration becomes final as soon as the EPO receives the course fee. Therefore, in case of late registration (less than two weeks beforehand), only payment by credit card or from an EPO deposit account is possible.

If a course does not take place, any fees paid will be refunded.
Important information

Before transferring money, please make sure that you fulfil any visa requirements for the country concerned. In some cases, you may also have to confirm that you have certain kinds of insurance coverage. All information about such entry formalities should be obtained from the embassy or consulate of the country concerned. They are of course outside the EPO's control, so we cannot provide you with any information or advice about them.

Participants are entirely responsible for making their own travel and insurance arrangements, and for paying the course fees and any other costs arising.

Cancellation policy

In case of cancellations up to four (4) weeks before the seminar (i.e. until the end of the 29th day preceding the first day of the course) the seminar fees paid will be refunded.

For cancellations less than four (4) weeks before the seminar no refund is possible. However, a suitable replacement may be nominated.

Cancellations or nominated replacements must be notified to the EPO by letter or e-mail (pitraining@epo.org).

Course fees will be reimbursed if the EPO cancels the training event, or in case of force majeure.

This is without prejudice to the cancellation rights provided under Section 10.2 of the Terms and conditions of use for the website of the European Patent Office in case the participant is a consumer within Section 13 of the German Civil Code.

Seminar materials

The EPO has introduced an environmental management system that meets the requirements of the Eco-Management and Audit Scheme (EMAS). The EPO is, therefore, guiding actions towards, amongst others, minimizing the consumption of energy, water, paper and other resources. Therefore, the EPO normally provides course materials in electronic form.