



30th
anniversary

AIPLA

legal secretaries &
administrators' conference

.....
april 1-3, 2009

june 17-19, 2009

westin alexandria
400 courthouse square
alexandria, va 22314

.....
american intellectual property law association
241 18th street south, suite 700 • arlington, va 22202



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the conference

This conference, co-sponsored by AIPLA and the US Patent & Trademark Office, has been an ongoing outreach program since 1979 and has been a source of help and information for hundreds of legal secretaries and administrators.

This conference is provided to offer legal secretaries and administrators from private corporations and law firms training in Patent & Trademark Office operations, services and procedures.

topics of discussion*

- Initial Patent Examining
- Overview of the Patent Process
- Patent Examining Procedure
- Technology Center Operations
- Trademark Operations
- Post-Examination Process
- Information Dissemination Organization
- Management Information Systems
- Petitions
- Office of Finance
- Overview of PCT
- Patent Legal Administration

**Topics of discussion subject to change*

important

If you have any specific questions for USPTO personnel in advance of the session, please email Les Isler at Leslie.Isler@uspto.gov, so they can be handled in the classroom for the full benefit of all.

For any specific questions regarding program registration, please contact Raquel Carrington at 703.412.4351 or rcarrington@aipla.org

program schedule*

wednesday

11:30 am–4:00 pm: Registration Check-in

12:45 – 4:00 pm: Class

4:00 – 5:00 pm: “Get Acquainted” Reception

thursday

8:00 am – 5:00 pm: Registration Check-in

8:00 – 9:00 am: Continental Breakfast

9:00 am – 12:00 noon: Class

12:00 noon – 1:30 pm: Lunch - Plated

1:30 – 5:00 pm: Class

friday

8:00 am – 5:00 pm: Registration Check-in

8:00 – 9:00 am: Continental Breakfast

9:00 am – 12:00 noon: Class

12:00 noon – 1:30 pm: Lunch - Buffet

1:30 – 5:00 pm: Class

* program schedule subject to change

conference information

registration information

The registration fee is \$395.00 per person. Space is limited to the first 100 people. It is a first sign up, first assign basis. Registration is limited to three employees per firm/company. On-site registration is not available. Payment must accompany your completed registration form. You will receive a confirmation email when your registration is processed—please do not make travel arrangements until you receive a confirmation, as this program sells out quickly.

The cut off date to cancel and receive a refund or transfer of registration fees for the **April program** is Tuesday, March 10, 2009.

The cut off date to cancel and receive a refund or transfer of registration fees for the **June program** is Tuesday, May 26, 2009.

No refunds, credits or transfers of registration fees will be given after those dates.

included in the registration fee:

- Seminar
- Breakfast & Lunch on Thursday & Friday
- Coffee Breaks
- “Get Acquainted” Reception
- Seminar Materials
- Certificate of Attendance

ground transportation

- If you are flying into Dulles, you need to call the shuttle service and make a reservation at 1.800.BLUEVAN. This will cost between \$29-\$47.
- If you are taking the metro from National Airport, the Westin Alexandria provides shuttle service from the KING STREET METRO. Shuttle service runs every half hour. Please contact the Westin Alexandria for complete details, 703.253.8600.

hotel information

the westin alexandria
400 courthouse square
alexandria, va 22314

phone:
1.866.837.4210
703.253.8600

\$239.00 per night single/double

hotel cut off dates:

For the April Program: March 10, 2009

- To make your hotel reservation for the April program online, please [CLICK HERE](#).

For the June Program: May 26, 2009

- To make your hotel reservation for the June program online, please [CLICK HERE](#).

When you contact the hotel, please reference the American Intellectual Property Law Association (AIPLA) in order to obtain the special room rate. There are a limited number of hotel rooms, so please reserve your room as soon as possible.

The Westin Alexandria is conveniently located 3 blocks from the KING STREET METRO & is easily accessible by cab or on foot.

walking directions from metro:

- exit metro, go down to ground level & exit station
- make a right on Diagonal Road
- take Duke Street pedestrian tunnel (depending on hours of operation)
- walk toward Dulaney Street and proceed to the right
- make a right on Jamieson Avenue
- walk past Englehart Lane & make a left onto Courthouse Square
- hotel is located on your left, 400 Courthouse Square



AIPLA

registration form

legal secretaries &

administrators conference

april 1-3, 2009 • june 17-19, 2009

westin alexandria • alexandria, va

3 ways to register:

mail • AIPLA 241 18th street south, suite 700, arlington, va 22202

fax • 703.415.0786

online • *(credit card payment only)* - www.aipla.org

first name: _____

last name: _____

firm/company: _____

address: _____

address: _____

city/state/zip code: _____

telephone: _____

fax number: _____

e-mail: _____

registration fee

• \$395.00

(select a seminar)

april 1-3, 2009

june 17-19, 2009

(select a thursday lunch option)

fish

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method of payment

amount enclosed: \$ _____

check enclosed (please make checks payable to AIPLA)

credit card (please circle one – AMEX MC VISA)

card number: _____

name on card: _____

expiration date: _____

signature: _____

Cancellation Policy: The cancellation deadline for the April program is Tuesday, March 10, 2009. The cancellation deadline for the June program is Tuesday, May 26, 2009.

Refund Policy: Refunds and registration transfers will only be issued if a notification is made in writing to AIPLA at rcarrington@aipla.org. No refunds, credits or transfers will be given after the dates listed in the Cancellation Policy.