

## PROCEDURE FOR REQUESTING A USPTO SPEAKER AT A STATED MEETING OR CLE PROGRAM

I. Notify AIPLA that you wish to request a USPTO speaker.

Prior to each stated meeting, our Director of Meetings & Events, Cathleen Clime, CMP, will send out a request asking for your Committee's meeting plans to include in the program. If you would like to invite a USPTO speaker, you must give Cathleen the names of the USPTO speakers you would like to have address your Committee and the topic you would like to be addressed by that speaker.

II. AIPLA Headquarters will send out a letter to the USPTO with all speakers requested for each stated meeting.

All speaker requests received in a timely manner will be included in a single AIPLA letter to the Under Secretary. To assist us in promoting adherence to this procedure, the USPTO has agreed that it will not act on any requests for speakers that are not communicated in a letter from AIPLA Headquarters.

III. Submit all speaker requests by the deadlines provided.

As mentioned above, the USPTO will not accept speaker requests that are not sent from AIPLA Headquarters. Any late or last minute requests will be forwarded to the USPTO solely at the discretion of the Officer-in-Charge.

Note: The USPTO, and particularly the senior staff, are placed in an especially difficult situation when they receive several requests to speak at plenary sessions of our meeting programs and also at various Committee meetings. Not only does this lead to conflicts, but it also creates management problems for the Office. This procedure does not arise out of some uncontrollable desire on the part of the Officers to be gatekeepers. These procedures are merely designed to be respectful of and responsive to the wishes of the USPTO.

9/1/11