

Legal Secretaries and Administrators Conference (LSAC)
May 21-22, 2024

Event Location: WebEx/Virtual

Day 1 – May 21, 2024

Time	Topic	Presenter(s)
8:45 - 9:00 am (15 min)	Welcome	Jolyn Eley, Administrator for the Office of Patents Stakeholder Experience Robin Evans, Deputy Commissioner for Patents and/or Tim Callahan, Assistant Commissioner for Patents
9:00 - 10:15 am (1 hr 15 min)	Office of Information Technology for Patents (OITP) <ul style="list-style-type: none"> • Sponsorship • Patent Center • PPubS search • DOCX • Question and Answer time 	Richard Fernandez, IT Project Manager Tony Uranga, IT Project Manager
10:15 - 10:30 am (15 min)	Break	
10:30 - 11:30 am (1 hr)	Office of Patent Application Processing (OPAP) <ul style="list-style-type: none"> • Samples of forms • Correcting an Application Data Sheet • Retrieving priority documents • Sequence Listings • Question and Answer time 	Janice Tippett, Management and Program Analyst
11:30 - 11:50 am (20 min)	Office of Data Management (ODM) <ul style="list-style-type: none"> • eGrant and eCofC • Question and Answer time 	Michael Cranford, ODM Manager Deliverable Inspection Division
11:50 am - 12:50 pm (1 hr)	Lunch	

<p>12:50 - 2:05 pm (1 hr 15 min)</p>	<p>Office of Patent Legal Administration (OPLA)</p> <ul style="list-style-type: none"> • Reference filing • Applicant, Inventorship • Priority claims • Signatures • Common Pitfalls • Powers of Attorney • Information Disclosure Statement Certifications • Changing Applicant/Application status • Question and Answer time 	<p>Terry Dey, Legal Administrative Specialist</p> <p>Mark Polutta, Senior Legal advisor</p>
<p>2:05 – 2:20 pm (15 min)</p>	<p>Break</p>	
<p>2:20 – 2:40 pm (20 min)</p>	<p>Office of Administrative Services (OAS): Assignment Recordation Branch (ARB)</p> <ul style="list-style-type: none"> • Assignment Center • Question and Answer time 	<p>Joyce Johnson, Assignment Recordation Branch Manager</p> <p>Brian LeBar, Director of Public Records Division</p> <p>Gregory Ware, Public Records Division Lead Product Owner</p>
<p>2:40 - 3:25 pm (45 min)</p>	<p>Office of Petitions (OPET)</p> <ul style="list-style-type: none"> • Timing • ePetitions • Question and Answer time 	<p>Jason Olson, Petitions Examiner</p> <p>Katherine Zalasky McDonald, Acting Deputy Director</p>
<p>3:25 – 3:40 pm (15 min)</p>	<p>Closing Remarks and Survey</p>	<p>Jolyn Eley, Administrator for the Office of Patents Stakeholder Experience</p> <p>Kasie Grover, AIPLA speaker</p>

Day 2 – May 22, 2024

Time	Topic	Presenter(s)
8:45 - 8:55 am (10 min)	Welcome	Jolyn Eley, Administrator for the Office of Patents Stakeholder Experience
8:55 – 10:10 am (1 hr 15 min)	Office of the Commissioner for Trademarks (TM) <ul style="list-style-type: none"> • Overview • What’s new • Searching tips • Requirements and filing tips • Scam prevention tips • Question and Answer time 	Mariessa Terrell, Attorney Advisor for Trademarks Customer Outreach
10:10 - 10:25 am (15 min)	Break	
10:25 - 11:40 am (1 hr 15 min)	Office of International Patent Cooperation (OIPC): International Patent Legal Administration (IPLA) <ul style="list-style-type: none"> • Patent Cooperation Treaty (PCT) overview • National Stage application prosecution • Question and Answer time 	Karen Weiler, Special Programs Examiner
11:40 am - 12:40 pm (1 hr)	Lunch	
12:40 - 1:40 pm (1 hr)	Office of International Patent Cooperation (OIPC): International Outreach and Administration (IOA) <ul style="list-style-type: none"> • Global Dossier • Best Practices • Current programs and initiatives • Worksharing • Unified Patent Court • Question and Answer time 	Jessica Patterson, Senior Advisor and Director for International Worksharing Maryam Ipakchi, International Patent Business Analyst in International Patent Business Solutions, Office of International Patent Cooperation
1:40 – 1:55 pm (15 min)	Break	

<p>1:55 pm - 2:25 pm (30 min)</p>	<p>Office of Patents Stakeholder Experience (OPSE)</p> <ul style="list-style-type: none"> • Available services • Help Desk Best Practices • Paralegal Resources • Comments/Concerns • Question and Answer time 	<p>Robert Hodge, Stakeholder Education and Training Division (SETD) Administrator</p> <p>Monica Young, Supervisor for the Application Assistance Unit</p> <p>Katrina Copeland, Supervisor for Patents Ombuds Office and Pro Se Assistance Center</p>
<p>2:25 - 2:40 pm (15 min)</p>	<p>Closing Remarks</p> <ul style="list-style-type: none"> • Paralegal Involvement • Upcoming LSAC • Subscribe to uspto.gov for future training announcements • Survey 	<p>Jolyn Eley, Administrator for the Office of Patents Stakeholder Experience</p> <p>Kasie Grover, AIPLA speaker</p>