



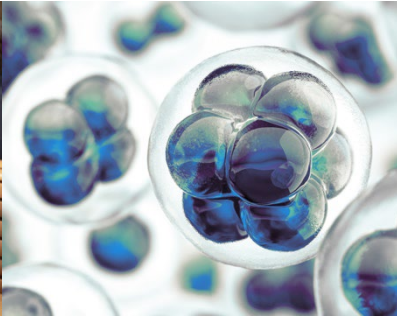
Europäisches  
Patentamt

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# Introduction of the technical set up & Netiquette

Oral proceedings by videoconference (ViCo)



# Agenda

- Introduction of the technical set up
  - Technical guidelines on
    - Supported systems
    - Skype Web App requirements
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  - How does a ViCo via Skype look like with the division (Exam/Oppo)?
  
- Netiquette
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# Introduction of the technical set up

# Technical guidelines

The technical guidelines including the

- Supported systems
- Skype Web App requirements

can be found on the EPO homepage under the following link:

<https://www.epo.org/applying/online-services/proceedings/technical-guidelines.html>

# Test call (1)

- The EPO offers the possibility for test calls on Mondays to Fridays (except days on which the EPO filing offices are closed) from 13:00 to 16:00 hours CET
- Users are strongly advised to perform a test call in good time prior to the date of the oral proceedings, i.e. at least 10 working days in advance

## Test call (2)

- A test call can be arranged by contacting the EPO Serviceline on Mondays to Fridays (except days on which the EPO filing offices are closed) from 7:30 to 18:00 hours CET, by telephone +31703404444 or by e-mail [serviceline@epo.org](mailto:serviceline@epo.org)
- EPO Serviceline will schedule a 30 minutes test session and send you an invitation with the connection details for the call
- Goals that need to be met in the test are:
  - A stable connection, both audio and video should be of adequate quality
  - Presentation of content should be possible in both directions

# Annex – Videoconference (ViCo) Test information (1/2)

## Videokonferenz Testhinweise

Dieses Dokument enthält die für die Durchführung der mündlichen Verhandlung als Videokonferenz erforderlichen Verbindungsdaten.



Über den untenstehenden Link erhalten Sie am vorgesehenen Tag zur vorgesehenen Uhrzeit Zugang zum virtuellen Konferenzraum. Bei Verbindungsschwierigkeiten wenden Sie sich bitte an den zuständigen Mitarbeiter des EPA unter der Rufnummer (+31) (0) 70 340 20 68.

## Video-conference Test information

This document contains the communication details to be used for testing the connectivity in preparation for the oral proceedings as video conference.

The details described below will allow you to enter the virtual video conference room on the scheduled date and time. Should you experience any issues in establishing the connection, please contact the EPO operators under the following telephone number  
(+31) (0) 70 340 20 68.

## Visioconférence Informations pour tester

Ce document contient les détails de communication à utiliser pour tester la connexion en vue de la tenue de la procédure orale sous forme de visioconférence.

Veillez trouver ci-dessous le lien qui vous permettra d'entrer dans la salle de conférence virtuelle à la date et l'heure prévues. Si vous rencontrez des difficultés de connexion, veuillez contacter les opérateurs de l'OEB sous le numéro de téléphone suivant  
(+31) (0) 70 340 20 68.

# Annex (2/2)

Um an der Videokonferenz teilzunehmen, benutzen Sie bitte eine der folgenden Einwahlmöglichkeiten:

Please use one of the following ways to join the video conference:

Afin de rejoindre la visioconférence, veuillez utiliser l'un des moyens suivants :



## H.323 und SIP Systeme

Wählen Sie **<Conference ID>@pvc.epo.org** – Sie finden die Conference ID in der vorletzten Zeile am Ende dieser Email

## H.323 and SIP systems

Dial **<Conference ID>@pvc.epo.org** – you can find the Conference ID in the second to last line at the end of this email

## Systèmes H.323 et SIP

Choisir **<Conference ID>@pvc.epo.org** – vous trouverez l'identifiant de la conférence dans l'avant-dernière ligne à la fin de cet e-mail.



## Skype for Business Desktop Client

Klicken Sie auf den **“Join Skype Meeting”** Link, unterhalb der gestrichelten Linie

## Skype for Business Desktop Client

Click the **“Join Skype Meeting”** link right below the dotted line

## Skype for Business Desktop Client

Cliquez sur le lien **“Join Skype Meeting”** situé juste en dessous de la ligne pointillée



## Skype for Business Room System (SRS)

Sie können diese Einladung über ein SRS öffnen, welches Ihnen Zugang gewährt

## Skype for Business Room System (SRS)

You can forward this invitation to a SRS enabling you to join from the SRS

## Skype for Business Room System (SRS)

Vous pouvez transmettre cette invitation à un SRS afin que vous puissiez y adhérer à partir du SRS.



## Web browser

Klicken Sie auf den nachstehenden **“Try Skype Web App”** Link

## Web browser

Click the **“Try Skype Web App”** link below

## Web browser

Cliquez sur le lien **“Try Skype Web App”** ci-dessous



# How does a ViCo via Skype look like with the division in examination / opposition? (1/5)

- The division is working with 2 parallel and not linked Skype ViCos:
  - The first ViCo is the one to which all participants of the oral proceedings are invited to. This connection is set up and officially sent by the formality officers
  - The second ViCo is set up internally and accessible only to the members of the division. This ViCo is set up as non-public virtual deliberation room, as the members might be sitting in different rooms due to social distancing


# How does a ViCo via Skype look like with the division in examination / opposition? (2/5)

- The chairperson will guide the participants through the video-specifics at the beginning of the oral proceedings
- Each party present (except for the public in opposition) will be asked to provide a contact email (for receiving submissions) and a phone number (in case of disconnection)
- The chairperson will provide the email addresses of the division (for receiving submissions) and a phone number (in case of disconnection)

# How does a ViCo via Skype look like with the division in examination / opposition? (3/5)

- Submissions are to be sent via email with the submissions as attachment to the division and in case of opposition, the submissions will be then forwarded to the parties
- When the division announces a break, the ViCo of the OP will be put on hold. No need for action from the participants. Please do not sign off. After deliberation, the division will switch to the ViCo of the OP and the connection of the participants will automatically re-activate

# How does a ViCo via Skype look like with the division in examination / opposition? (4/5)

- When you activate the ViCo (by clicking on the received link) you will see on the left bottom of the window a chat icon  . By clicking on the icon, the chat box opens. You will be able to enter short messages like indicating the wish for a break or raise hand because of connection issues.
- The chat box will remain active, also during the time the division is in deliberation in its second non-public ViCo. In case you need to reach the division during deliberation, you can use the chat box. Vice versa, the chairperson can leave you a message, that deliberation will take more/less time

# How does a ViCo via Skype look like with the division in examination / opposition? (5/5)

- Connection issues: in case of connection issues or disconnection, please inform the chairperson immediately. In case of disconnection, please sign off and activate the link again.
- In case the technical problems would prevent the oral proceedings by ViCo from being conducted in accordance with the parties' rights under Articles 113 and 116 EPC, and which could not be overcome during the ViCo, the division will issue new summons to oral proceedings

# Netiquette

# Virtual etiquette

- Please use the service of the EPO for making a test call in advance
- Please connect on time so as not delay the proceedings or miss important information
- Please mute your microphone, background noise can be disruptive for others – unmute only, if you would like to speak
- Please avoid speaking at the same time as another person
- Please let the division immediately know if you experience technical problems (with sound, video, connection)

# Lighting situations

When broadcasting from your own office or from home, here are some tips to light the scene up:

- Try to use the natural light available by placing your computer in front of a window so that the light is shed on your face
- Do not sit before a window (backlight !)
- Place a table lamp behind your computer with the light diagonally facing you. If you opt for this option, remember to minimise any other light sources.



**Thank you for your attention**