

Seminar on the Practical Aspects of the Madrid System for the International Registration of Marks for Advanced Users

Geneva, November 2 and 3, 2023
WIPO headquarters, Room B (AB Building)

GENERAL INFORMATION

prepared by the International Bureau of WIPO

Where	<p>The Seminar will be held at the headquarters of WIPO, 34, chemin des Colombettes, CH-1211 Geneva 20, Switzerland.</p> <p>For more information how to get to WIPO, see https://www.wipo.int/meetings/en/practical-information/#where</p>
When	<p>The Seminar will commence on Thursday, November 2, 2023, at 9 a.m., and will end on Friday, November 3, 2023, at 5.30 p.m.</p> <p>The registration desk is situated in the main entrance of the Access Center of WIPO. The desk will be open for registration, on Thursday, November 2, 2023, from 8.40 a.m.</p> <p>Admission badges are issued to participants at the registration desk. Participants are requested to wear their badges visibly at all times when they are in the WIPO buildings.</p>
Registration and Fee	<p>Registration can only be made online against the payment of <u>600</u> Swiss francs, as contribution to the operational costs (materials, a certificate of attendance, coffee breaks and lunches) of the two-day Seminar. Registration only becomes definitive upon receipt of the registration fee by WIPO.</p> <p>The number of participants is limited and seats will be attributed on a first-come, first-served basis.</p>
Cancellation of Registration	<p><i>Please note that registration fees will not be reimbursed for a cancellation <u>received after Thursday, October 26, 2023 (23:59 CET).</u></i></p> <p>If you would like to cancel the registration, please send us an email below e-mail address.</p>
Language	<p>The Seminar will be conducted in English.</p>
Program and Resources for Preparation for the Seminar	<p>The seminar will cover selected topics of the Madrid System procedures and will be based on detailed case studies analysis and group discussions on specific issues. The groups will discuss and work on practical exercises given by trainers from WIPO, IP Offices and the private sector.</p> <p>For each session, we will have a short presentation/refresher on the topic and then move directly into the group discussions.</p> <p>To make the most of our sessions, we strongly encourage you to watch our webinars covering the basics of the topics we will explore in detail during the practical seminar, if necessary.</p> <p>For additional guidance, you can also check our How-to pages and video tutorials on how to search before filing, file an international application, monitor an international application or registration and manage your trademark registration, the Madrid Member Profiles Database for the DCPs practices (Australia, China, Republic of Korea, and the US), and also our new Guide to the Madrid System.</p>
Certificate	<p>You will receive a WIPO certificate upon completion of the seminar.</p>

- Documentation and Belongings Seminar materials will be provided to attendees electronically by the day before the seminar. We strongly encourage you to bring your own laptop/computer devices. The presentation materials will be displayed on our large screen.
- Please bring a type C (2-pin) or Type J (3-pin) conversion plug for Switzerland, if needed. WIPO does not have plugs to loan.
- Geneva and Hotel Reservations Participants at events are expected to make their own accommodation arrangements. WIPO does not have a hotel reservation service. Participants should book hotels [directly](#).
- Please see below for the details.
<https://www.wipo.int/meetings/en/practical-information/#travel>
- Visas If you require an entry visa for Switzerland, please ensure that the necessary formalities are undertaken by you in a timely manner.
- Additional Information Further information on the Seminar may be obtained from:
- Information and Promotion Division
Madrid Registry
Brands and Designs Sector
World Intellectual Property Organization (WIPO)
34, chemin des Colombettes
1211 Geneva 20, Switzerland
E-mail: madrid.promotion@wipo.int
Telephone: +41 22 338 7543

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