

MEMBERSHIP

What are the requirements to become a member of AIPPI and how much are the subscription fees?

Please contact the Secretary / Group Secretariat of your National Group by clicking the following link <https://aippi.org/about-aippi/national-regional-groups/>. They will be happy to assist you.

I would like to become a member of AIPPI but there is no National Group in my country. What can I do?

Since your country does not belong to any of our National (or Regional) Groups, you can join AIPPI as an “Independent Member”. To apply for membership, you need two sponsors of your application. These sponsors need to be AIPPI members who confirm that they are willing to support your application by means of their signature. In order to join, please complete the application on our website <http://aippi.org/join-now>. You will then automatically receive the form that your two sponsors can sign.

I want to renew my membership and I wish to receive an invoice.

As long as you do not cancel your AIPPI membership, it will be automatically renewed and you will receive an invoice from your AIPPI National Group.

REPORTER GENERAL TEAM

1. Standing Committees

What is the role of Standing Committees?

Standing Committees focus on areas related to Intellectual Property (IP) law (e.g. patents, trademarks, copyright, designs), particular topics relevant to IP (e.g. green technology, commercialization of IP), or emerging areas or new developments relevant to IP (e.g. free trade agreements, the unified European patent system).

The role of Standing Committees is to allow AIPPI to deal promptly and effectively with such matters, particularly those requiring action outside the regular cycle for Study Questions. Standing Committees organize meetings, submit responses to consultations and contribute to other projects for which AIPPI wishes to, or is invited to participate in, and where it is deemed necessary to formulate an AIPPI position. In addition, Standing Committee members represent AIPPI at various meetings of other IP organizations and offices.

How do I become a member of a Standing Committee?

Only AIPPI members can become members of a Standing Committee. In order to become a member of a specific Standing Committee, you will have to contact your National / Regional Group (NRG) or Delegate of the Independent Members (IMs) and submit your candidacy. Your NRG or IM Delegate will subsequently put forward your nomination for approval by the AIPPI Bureau. Please note that your candidacy must meet a set of pre-determined criteria in order to be approved by the Bureau.

What is a Standing Committee observer?

Standing Committee observers have the opportunity to observe and contribute to the activities of a Standing Committee, and can therefore participate in meetings and in the preparation of the committee's work.

However, observers cannot access the internal working documents of the Standing Committee, vote in relation to the work of the Standing Committee or represent the Standing Committee externally on behalf of AIPPI. Any member of AIPPI can become an observer of a Standing Committee.

2. Panel Sessions/External Relations

How are speakers selected for the AIPPI World Congress?

The Reporter General Team of AIPPI selects moderators and speakers for panel sessions from various sources, including from existing subject matter experts in the AIPPI Standing Committees and from proposals made by the National / Regional Groups (NRGs). Therefore, if you have speaker proposals that you feel would be a good fit for a particular programme, please forward these to your NRG Leadership.

I have a suggestion for a panel session topic for the AIPPI World Congress, who do I contact?

The AIPPI Reporter General Team (RGT) is in charge of Panel Sessions and programme content. The RGT's programme selection is based on input solicited from the National / Regional Groups (NRGs) and AIPPI's Standing Committees. If you have proposals for programme content, please send your ideas to your NRG Leadership, or contact your Standing Committee leadership.

How does AIPPI engage with other IP organizations at an international level?

AIPPI has a long-standing history of actively engaging with international IP offices and organizations, and has well-established relationships with WIPO, EPO and EUIPO, among others. As an accredited NGO, AIPPI regularly sends subject matter experts from AIPPI's Standing Committees to represent AIPPI in meetings, working groups and other high profile events organized by these organizations.

3. Study Questions

How are AIPPI Study Questions chosen?

The National / Regional Groups (NRGs) and the Independent Members (IMs) are invited to propose topical issues in various fields of IP law for discussion. After careful evaluation of the proposed topics, the AIPPI Bureau will put two topics for each field of chosen IP law (e.g. Patents, Trademarks, Copyright, Designs, Trade Secrets) to the NRGs and IMs for a vote. Traditionally, four topics undergo further studies. The topics which reach a majority of votes in each field of IP law, will be submitted for further study on an international level. The intention is for these international studies to result in an AIPPI Resolution.

What is the process for a regular AIPPI Resolution?

Based on the vote of the topical issue, the Reporter General's Team will prepare study guidelines including a questionnaire for each of the topics chosen for study. The questionnaire is circulated within National / Regional Groups (NRGs) and the Independent Members (IMs) for input. The responses to the questionnaires are summarized in a Summary Report. The Summary Report is the basis for a 1st Draft Resolution, which is subject to further discussions within the NRGs or with IMs in preparation of the annual

AIPPI Congress. During the Annual Congress, the 1st Draft Resolution is further discussed in a sequence of working and plenary sessions. At the end of the Congress, the Final Draft Resolution is submitted to the Executive Committee of AIPPI for adoption.

For cases with some urgency, a slightly simplified working process may be applied.

Who and how can AIPPI members actively participate in the Study Question / Resolution process?

Any member of AIPPI can participate in the working process of a Study Question / Resolution. Members with a specific interest in actively participating in the studies of any submitted Study Question need to do so through their NRG.

Can Standing Committees work on studies leading to a Resolution?

Yes, they can. In particular, in cases with some urgency, a slightly simplified working process is followed.

AIPPI WORLD CONGRESS - SPONSORS / EXHIBITORS / MEDIA PARTNER

1. How can I become a sponsor or an exhibitor of the AIPPI World Congress?

The sponsorship and exhibition brochure is available on the website ([link](#)).

2. What does exhibitor registration include?

Exhibitor registration includes:

- Congress bag and materials
- Congress badge
- Opening Ceremony and Welcome Reception
- Coffee breaks and networking lunches
- Cultural Evening
- Closing Dinner ticket available for a fee
- Possibility to purchase additional exhibitor passes at an additional fee

Exhibitor registration *does not* include:

- Congress sessions
- Lunch sessions with keynote speakers

3. How can I become a media partner of the AIPPI World Congress?

Please send an email to events@aippi.org.

AIPPI WORLD CONGRESS - REGISTRATION

1. I am not an AIPPI member, can I still register and attend the AIPPI World Congress?

There are two ways to register for the AIPPI World Congress:

Option 1: Join & register in one step

You may be able to join AIPPI and register for the Congress in one single step. If you are an IP professional residing in one of the countries listed here ([link](#)), you are able to join the respective National Group of AIPPI when registering for the Congress, for an additional payment of 200 Swiss Francs (payable only by Visa or MasterCard).

The payment will cover the subscription to the respective National Group through the end of the current year (additional National Group conditions may apply). As soon as your payment has been processed, you will receive a login code enabling you to start your online registration for the congress. Alternatively, it is possible to register directly with the National Group where different membership fees may apply.

If your country is not listed here ([link](#)), you have to join AIPPI first by contacting the National or Regional Group in the country you are residing.

Option 2: Participate as a Non-AIPPI Member

Attending as a non-member is a one-off opportunity for potential members. The following rules apply to non-members:

- Non-member registration includes the same benefits as AIPPI member congress registration
 - Non-members who have attended a previous AIPPI World Congress cannot register as a non-member again
 - Non-members cannot benefit from the discounts offered to young members, students and academics
 - During the congress, the non-member's badge will clearly identify the person's status within AIPPI
- Relevant registration information including the fee for non-members is published on the website ([link](#)).

2. What is the registration fee for the AIPPI World Congress and what does it include?

The registration fee for the AIPPI World Congress varies from year to year. Information regarding the registration fee will be available on the website prior to the opening of registration.

Registration includes:

- Congress bag and materials
- Congress badge
- Opening Ceremony and Welcome Reception
- Access to congress sessions (more information available in our website under 'Programme at a Glance')
- Cultural Evening
- Coffee breaks and networking lunches
- Various social events
- Lunch sessions with keynote speakers available for a fee
- Closing Dinner ticket available for a fee
- Special discount for young members (under the age of 36), students and full-time academic professionals. Detailed information on the discount is available at ([link](#)).

3. What does the accompanying person registration include?

Accompanying person registration is designed for significant others, family members and friends who will not be attending the congress itself. Each participant should register their accompanying person(s) on their own registration form at an additional fee.

Accompanying person registration includes:

- Opening Ceremony and Welcome Reception
- Cultural Evening
- One excursion (please refer to our website for more information about this excursion)
- Closing Dinner ticket available for a fee

Accompanying Person registration does not include:

- Congress sessions
- Coffee breaks
- Networking lunches
- Lunch sessions with keynote speakers

4. Are there any discounts available for the registration fee of AIPPI World Congress?

A 50% discount may be granted for the following categories upon provision of the required documents to prove eligibility:

- Young members (aged 36 and under): Identification card or current passport
- Students: Student identification card
- Full-time academic professionals: Certification of full-time academic status in any educational institution

Please note that additional information may be requested. AIPPI reserves the right to refuse a discount application.

5. How can I pay my registration fee?

Payment for the AIPPI World Congress registrations must be made via credit card (Visa or MasterCard only) or bank transfer. Relevant details are available upon completion of registration. Please be informed that when paying by bank transfer, the total registration amount must be received by AIPPI within 15 days of submitting the application for registration. Without a payment confirmation, the registration is incomplete and the individual will not be considered as registered for the congress. The incomplete registration may be automatically cancelled without further notice.

6. I paid my registration fee via bank transfer. When will I receive confirmation of my registration?

The registration will be confirmed once we receive the official wire transfer confirmation from our bank, this can take a few days or weeks. You will then receive an automatic email with the payment confirmation. Thank you in advance for your patience when you pay by this method.

7. Where can I get an invoice for my AIPPI World Congress registration?

The invoice for your registration fee will be automatically sent to the email address you registered with immediately after the payment process is complete.

8. How can I get an invitation letter from AIPPI for my visa application?

Once the registration process is completed (with registration fee paid), please send an email to registration@aippi.org to request for an invitation letter from AIPPI.

9. I am registered for the AIPPI World Congress, but I cannot go. Can I transfer my registration to one of my colleagues? If not, can I still cancel my registration?

Any cancellations or requests for changes must be sent in writing to the AIPPI General Secretariat by contacting registration@aippi.org.

Congress registration is personal and non-transferable. All refund requests will be reviewed and processed as part of the post-congress accounting.

10. In case my visa is refused, can I get my registration fee refunded?

A refund will only be possible if the refusal is communicated to the General Secretariat at least two weeks prior to the start of the congress and the visa has been requested three months prior to the start of the congress. Please provide a copy of the letter refusing the visa.

All refund requests will be reviewed and processed as part of the post-congress accounting.

11. Why am I required to upload my photo when I register?

The uploaded photo will be printed on your congress badge. Badges must be worn at all times during the congress and are needed to enter sessions and attend events. In the event a badge is lost or damaged, it can be re-printed at the registration desk.

12. How will my personal data be used?

AIPPI collects and processes information to enable your congress registration, including your full name, company name, address, email and other contact details.

Your personal data will be used by us and our suppliers (who are obliged to protect your personal data to the same extent as we are) to provide you with our services. These suppliers include technology suppliers as well as third-party providers of the services connected with the events you register for.

AIPPI World Congress - Onsite

1. Where can I get the information about the time, location, venues and programme of the upcoming AIPPI World Congress?

All the relevant information concerning the AIPPI World Congress is available at [\(link\)](#). Details of the programme (e.g. floor plan, room allocations etc.) will only be available closer to the congress.

2. Where can I find a list of participants attending the AIPPI World Congress?

AIPPI members who are logged in to the website can see the contact information in the list of participants. The list only shows the contact information of those participants who have granted permission for their details to be shared. Please note: only AIPPI members registered for the congress have access to the list of participants.

3. I forgot the password for my login, how can I reset it?

Please send an email to reset your password to registration@aippi.org. The password will be reset by. An email will be sent to you by an administrator. With this, you can login and reset your password.

4. Is the AIPPI World Congress registered for Continuing Professional Development (CPD) points?

Not every AIPPI World Congress is registered for CPD points. However, every year and upon request, AIPPI issues certificates of attendance following the congress.

5. Accommodation for participants

Participants are responsible for booking and managing their own accommodation. AIPPI negotiates special rates for AIPPI participants with a number of hotels near the congress venue. Reservations should be made with the hotel directly via the link found on the AIPPI website [\(link\)](#).

6. I have registered for an invitation-only event (e.g. Women in AIPPI and Young AIPPI Forum). When will I receive the official invitation to attend?

Invitations to these events are sent out by email approximately 1 week prior to the AIPPI World Congress.