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Interview Tools and Processes

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WebEx Interviews

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WebEx Interview Overview

- Video Conferencing Benefits
- Video Conference Policy and Procedures Refresher
- WebEx Interview Demo
- Additional Resources

Video Conferencing Through WebEx

- Enables face-to-face communication
- Available to all examiners and attorneys/applicant
- Applicant can hold a video conference in their own office, or, when on a USPTO campus, from a public interview room
- Allows sharing of documents as appropriate

WebEx Interviews

- Face-to-face video conference through WebEx is a great alternative to in-person interviews for hotelers
- Should be offered to all applicants when an in-person interview is not available or possible

WebEx Interviews

All video conference interviews must be hosted by the USPTO. Examiners are not permitted to join a video conference originating outside the USPTO. Examiners will establish the WebEx session for an interview and send invitations to all other parties.

WebEx Interviews

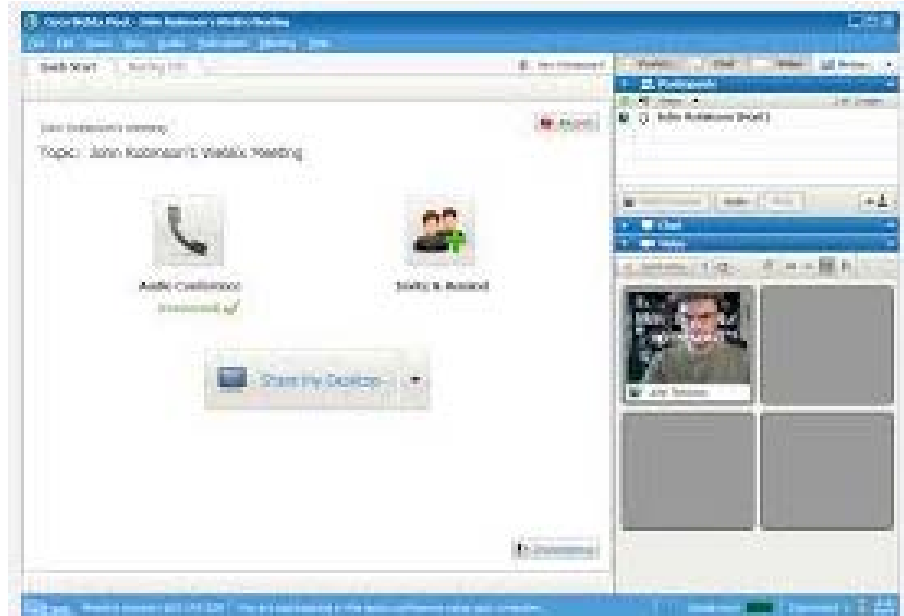
- Obtain written/oral authorization from applicant prior to sending Outlook/WebEx meeting invite (see MPEP § [502.03](#) and [713.01](#))

How WebEx Works



- WebEx is a web-based service, so you can use it from any computer (Windows, Mac, Linux, or Solaris).
- No software needs to be downloaded to participate in an online WebEx meeting. You need a computer and a high-speed Internet connection is recommended.
- A telephone will be used to join the audio component of the meeting while a video camera may be used as part of the visual component.

WebEx Demo



Step 1: Click Emailed Link

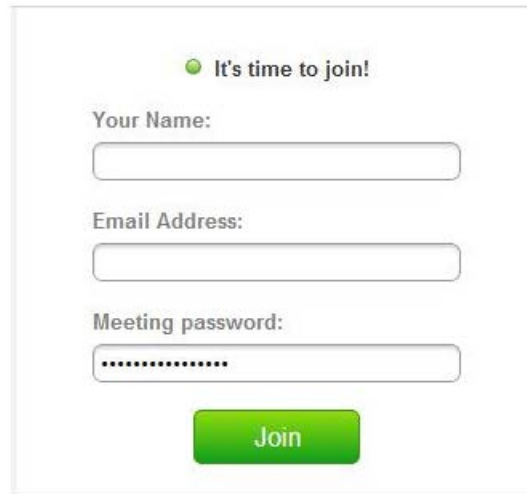
Open the email containing the WebEx online meeting invitation and click on the link to join the visual component of the online meeting.

To join the online meeting (Now from mobile devices!)

1. Click the following link: [Join the meeting](#)
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password:
4. Click "Join".

Step 2: Sign In

Enter 'Your name' and 'Email address' in the Meeting Center window and click 'Join'.



It's time to join!

Your Name:

Email Address:

Meeting password:

Join

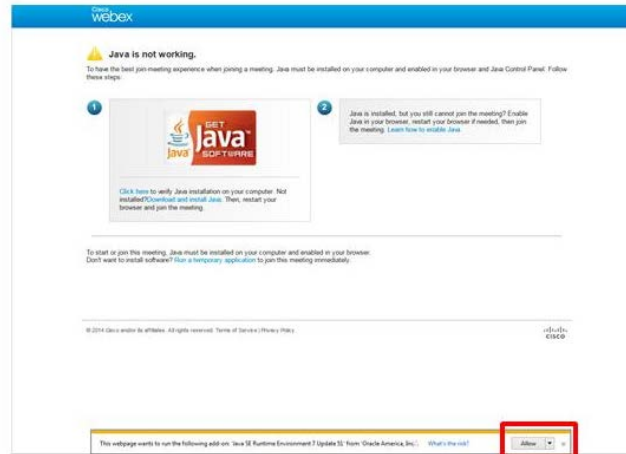
Step 3: Allow plug-in

If an Add-On or Plug-In appears and you have administrative privileges to install the application, select 'Allow' or 'Download' to install and launch the WebEx Application. (Depending on which browser you are using, the dialog box may appear different.)

Internet Explorer:



Google Chrome:



Step 4: Java Admin Option

If Administrative privileges are not available, users can 'Use Java' on Internet Explorer or 'Run a temporary application' on Google Chrome and Mozilla Firefox.

Step 5: Call In

To join the audio component of the online meeting, enter your 10 digit phone number in the Audio Conference Window and click on 'Call Me'. WebEx will call the entered phone number.



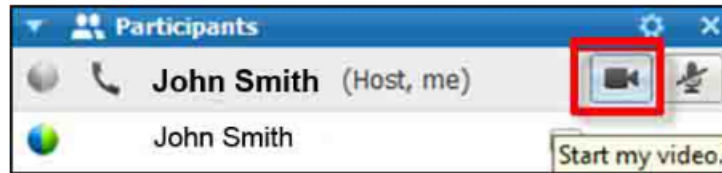
Step 6: Answer Phone

Your phone will ring. Answer it and when prompted, press '1' on the phone dial pad to enter the audio portion of the conference.



Step 7: Start Video

To join the visual component of the online meeting, when the WebEx Meeting starts, click the 'Start my video' button next to your name in the participants list.

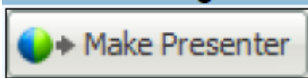


Conducting WebEx Interview

- Conducting the Video Conference – Presenter

Designating a presenter

The first person to arrive is made the presenter, but the Host can assign a Participant the Presenter's role.

1. On the Participants panel, select a name to designate as the Presenter.
2. Click the Make Presenter button. A rectangular button with a light gray background and a thin blue border. On the left side, there is a small globe icon with blue and green segments. To the right of the icon is a right-pointing arrow, followed by the text "Make Presenter" in a dark gray font.
3. To reclaim the Presenter's role, select your own name and click the Make Presenter button.

WebEx Interview – (Cont'd)

• Conducting the Video Conference - Sharing

Sharing Files and Applications

- Share a File to present information that will not be edited.
- Share an Application to demonstrate software, edit a document, or train attendees on using an application.

Click to expand the Share drop-down menu from the main Quick Start tab, or the Share drop-down menu; see Figures 16 and 17.

- Note: Desktop sharing is not available for external meetings (interviews)
- Note: File must be open for you to share it.
- Note: Participant must be Presenter to share

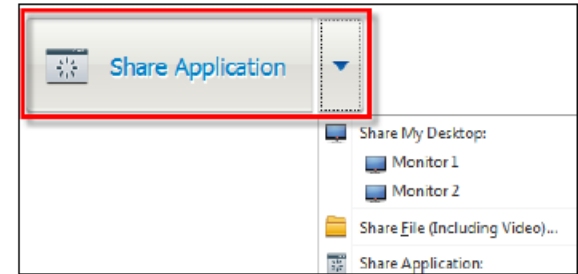


Figure 16. Share Application Menu

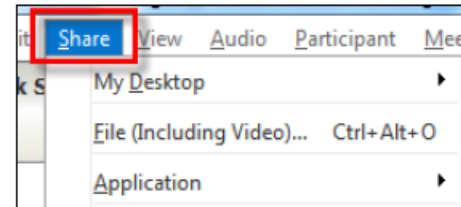
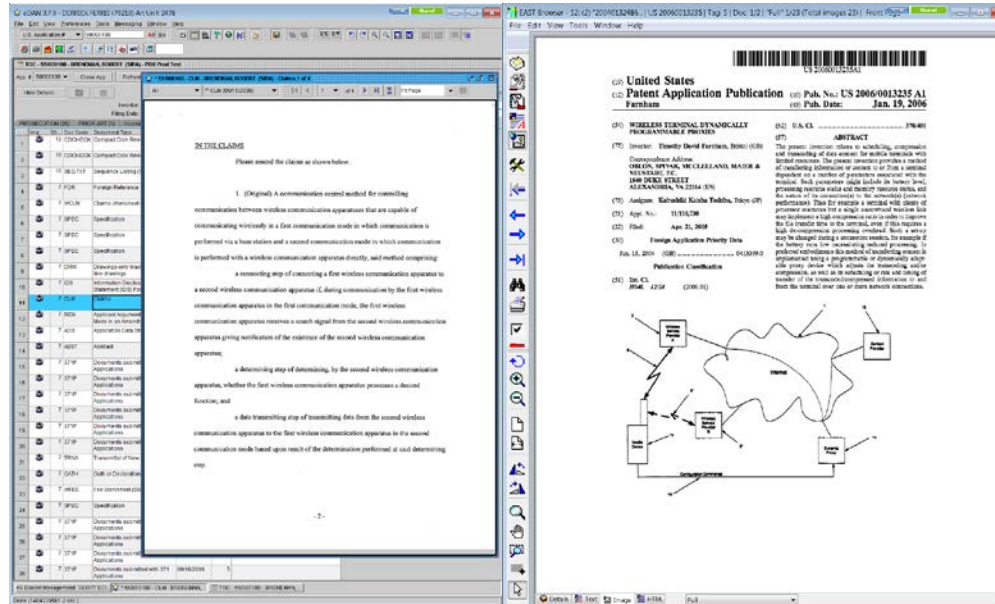


Figure 17. Share Menu

WebEx Interview – (Cont'd)

- **Sharing Examples**

During an interview, an Examiner can share their DAV application to e.g., view claims, or EAST application to e.g., discuss a cited reference.



WebEx Interview – (Cont'd)

- **Conducting the Video Conference - Sharing**

When viewing a document in full-screen mode, or when sharing an application or desktop, use the WebEx Sharing toolbar to access annotation tools. Hover the cursor over the sharing note at top center of the monitor to bring up the Control Panel; see Figure 18.

The Annotate button will display annotation tools that can be used in conjunction with shared materials to call out specific elements; see Figure 19.



Figure 18. WebEx Sharing Toolbar

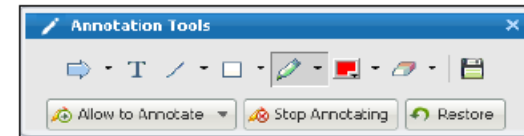
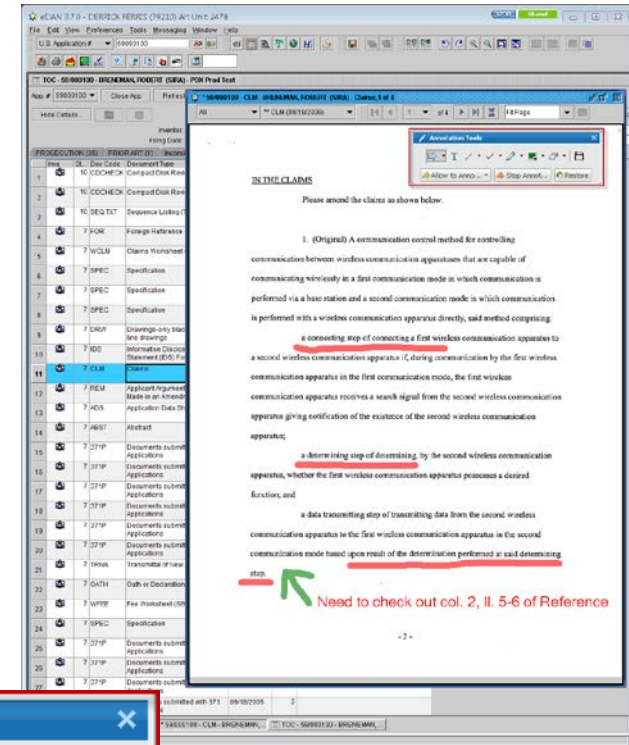


Figure 19. Annotation Tools

WebEx Interview – (Cont'd)

- **Annotate Example**
During an interview, an Examiner can annotate a shared document, e.g., markup a copy of the claims.

An Examiner can also use the pointer tool to e.g., show applicant where a claimed feature is not positively recited or point to where a claimed feature is taught in a reference.



WebEx Resources

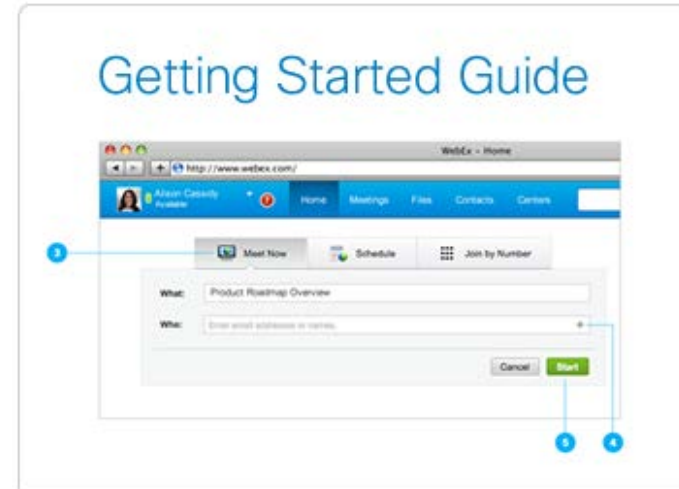
- WebEx.com Website

Provides many short “how to” instructional videos

<http://www.webex.com/how-to/index.html>

Examples:

- Use Sharing
- Share a File or Video
- Share a Whiteboard
- Share a Web Browser
- Use Annotation Tools
- Assignee Attendee Privileges
- Transfer My Host Role
- End a Meeting
- Advanced WebEx Tips





Interview Policy and Resources

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External Interview Practice Website

<http://www.uspto.gov/interviewpractice>

Great interview practice resource. Includes interview FAQs and Best Practices.

Instructions for participating in a WebEx interview can also be found on the web page.



A screenshot of the 'USPTO AIR' section on the website. It includes a numbered sidebar menu with items like 'USPTO AIR', 'TC Interview Specialist', and 'Video Conference'. The main content area features a heading 'USPTO AIR', a description of the tool, a 'Complete the form' link, and a video player titled 'Schedule an Interview with a Patent Examiner' showing the 'AIR Automated Interview Request' logo over a globe.



AIR Form

- New web-based tool
- Permits Applicants to schedule an interview with an examiner

The screenshot shows the USPTO website interface. At the top, there's a navigation bar with 'Patents', 'Trademarks', 'IP Policy', and 'Learning and Resources'. Below that, a search bar and a 'Quick Links' button are visible. The main content area is titled 'Interview Practice' and includes a sidebar with options like 'USPTO AIR', 'Video Conference', 'TC Interview Specialist', 'Policy and Evidence', 'Training and Webinars', 'Survey', 'Patent Register Notice', and 'Contact Us'. The 'USPTO AIR' section is highlighted, showing a 'Complete the form' button. Below it, the 'Video Conference' section is expanded, providing information about video conferencing with a patent examiner. A QR code is located at the bottom left of the interface. At the bottom right, the 'TC Interview Specialist' section is visible, describing the role of a Technology Center (TC) interview specialist.

USPTO Automated Interview Request (AIR) Form

Automated Interview Request Form (AIR)

APPROVED FOR USE THROUGH 1/15/2024. USPTO WILL REVIS

U.S. Patent and Trademark Office, U.S. DEPARTMENT OF COMMERCE

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

* This paper requesting to schedule and/or conduct an interview is appropriate because:

I have previously submitted an authorization for internet communications in a patent application. See form SB/0439.

I am concurrently submitting an authorization to communicate via the internet. See form SB/0439.

This submission is requested to be accepted as an authorization for this interview to communicate via the internet. Recognizing that Internet communications are not secure, I hereby authorize the USPTO to communicate with the undersigned concerning scheduling of the interview via video conference, instant messaging, or electronic mail, and to conduct the interview in accordance with office practice including video conferencing.

* I understand that a copy of this communication will be made of record in the application file.

*Name(s):

*S-signature: (See 37 CFR 1.41(d)(2) (VName))

Registration Number: (5 Digit Numeric Only: 12345)

*U.S. Application Number: (8 Digit Numeric Only: 12345678)

*Confirmation Number: (4 Digit Numeric Only: 1234)

*E-mail Address:

*Phone Number: (10 Digit Numeric Only: 0123456789)

*Proposed Date and Time of Requested Interview must be more than one (1) week after today:
(Note: Confirmation of actual interview date and time will be arranged between examiner and requester)

/MM /DD /YYYY Time Eastern Time

*Proposed Type of Interview: Please select an Interview (Examiners working remotely will offer Video Conference or Telephonic interviews)

* I am the applicant or applicant's representative for this application.

*Indicates fields that are required

This collection of information is required by 37 CFR 1.213. The information is required to obtain or retain a benefit by the public which is to process (and by the USPTO to process on application) Confidentiality is governed by 35 U.S.C. 302 and 37 CFR 1.81 and 1.84. This collection is estimated to take 10 minutes to complete, including gathering, preparing, and submitting the completed application form to the USPTO. You will only be required to use the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing the burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 2016, Alexandria, VA 22304-2016; (571) 252-7012; 571-252-7012 (HOURS: 10:15-4:00).
10-1140-0000



Interview Experience Survey

- Began in October 2017
- Captures data from Interviews requested via the AIR form.
- Both Examiners and Applicants are surveyed.

New Form Paragraph

Starting January 2017 – New paragraph in Office Actions:

Examiner interviews are available via telephone, in-person, and video conferencing using a USPTO supplied web-based collaboration tool. To schedule an interview, applicant is encouraged to use the USPTO Automated Interview Request (AIR) at <http://www.uspto.gov/interviewpractice>.

Internet Communications Authorization

- Internet Usage Policy has been updated to permit oral authorization for video conferencing interviews
- MPEP § 502.03 now allows a oral request to authorize a video conferencing interview, instead of submitting a written request.
- USPTO also has a new form PTO/SB/439 which makes it easier to give internet authorization and is available via EFS-WEB.

TC Interview Specialists

- Subject matter expert on interview practice and policy in each Technology Center
- To assist Examiners and Applicants in facilitating effective interviews
- One-on-one WebEx training with an interview specialist is available by request to ExaminerInterviewPractice@uspto.gov
- The list of TC Specialists can be found here:
<http://www.uspto.gov/patent/laws-and-regulations/interview-practice/interview-specialist>

Public Interview Rooms



- When an Applicant is visiting a USPTO campus, Video conference rooms are available to facilitate meetings with remote examiners.
- There is a Public Interview Room at every USPTO campus.
- Video conferencing is also available anytime anywhere from your own office.



TC2800 Interview Best Practices

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TC2800 Interview Best Practices - Accessibility

- Interviews that improve the mutual understanding of specific issues in an application should be promoted.
- Sufficient Notice/Availability/Flexibility
- Agenda
- Interview time is limited – Use it efficiently.

TC2800 Interview Best Practices - Preparation

- Effective preparation will result in a more productive interview.
- **Detailed Agenda/Proposed Response**
 - Submit in Advance
 - Include General Intent or Goal of Interview
 - Brief Summary of Arguments to be presented
- **Negotiating Authority**

TC2800 Interview Best Practices - Substance

- **Open-Minded/Collaborative Approach**
- **Identify support for proposed amendments**
- **Be prepared to explain the rationale for any positions taken during the interview**

TC2800 Interview Best Practices - Recordation

- Oral discussions must be summarized in writing on the record.
- Substance of oral discussions must be captured, including principal proposed amendments of a substantive nature
- By statute, the USPTO is required to preserve all records received in connection with the transaction of public business.

Thank you!

QUESTIONS OR COMMENTS?

- <http://www.uspto.gov/interviewpractice>
- ExaminerInterviewPractice@USPTO.GOV
- [Interview Specialists](#)

