

## **Depositor's memo pad**

We suggest you to prepare in advance the presentation of your idea on Private Patent®, for this reason we wrote down this memo for you .

**Recommendation** : If you have any doubt, do not hesitate to contact an 'Industrial Property Advisor' so that he can assist you to prepare the texts and documents which will be displayed online on Private Patent® website.

In this document you will find some 'tips' and recommendations which were written down specially for you, do not hesitate to read them and to use them.

**One tip** : Do not hesitate to use the documents at your disposal on our website.

Below you will find the description of the information you have to enter on Private Patent to present your idea.

**Recommendation** : A form to prepare your deposit of ideas is at your disposal, do not hesitate to use it together with this document.

**One suggestion** : Do not hesitate to read the information at your disposal on Private Patent website, like **the FAQs** , the page '**from idea to market**' the one treating the **protection of ideas**.

### **Title of the idea :**

The title of your idea must have 60 characters maximum.

### **Wording of the idea :**

The wording of your idea must be included in 3 lines of 80 characters each.

This quick presentation must be precise and should stimulate the interest of the visitor to know more and more about it .

**One tip** : In order to know the number of characters of a text in the Word format, selection this text then in the menu, open 'Tools', choose 'Statistics' and click on 'Characters (spaces included)'.

### **Language of deposit :**

Now you can deposit your idea in English, German, Russian and French.

**One tip** : Do not hesitate to write down the same idea into different languages, you will then have more chances that it is consulted and consequently that it is more profitable.

### **Type of deposit :**

You have several possibilities, it depends if you just want to protect your idea or if you are looking for partners.

You can choose a time stamp for the protection of your idea, in this case you have to choose the option '***My idea must not be displayed on Private Patent***'.

Otherwise, you can get information about the visitor and therefore you can agree or not that he/she reads the whole of your idea with the option '***I choose the visitors who will consult the whole of my idea***'.

You must know that, in this case, you will lose several visitors and therefore you may lose remuneration.

Or you can leave free access to all visitors wishing to consult your idea by choosing '***My idea is accessible to all people wishing to consult it***'.

We suggest you to choose this option because thanks to this solution you will get the most remuneration.

### **Protection of the idea :**

This part is entirely free and you are not obliged to answer.

If your idea is the object of a legal protection (patent, ...) we need to know the information concerning this protection, such as the type of protection, the date of deposit, the validation date, the class of deposit, ...

If you say that your idea is the object of legal protection, the visitor will know that but he will have no information about the nature of this protection.

### **Product or Service :**

You have to precise if your idea corresponds to a 'product' or to a 'service'.

Please note how important this choice is, as some visitors consult only one of these two categories.

***One tip :*** In order to understand the aim of this double classification (products/services and class of deposit), we suggest to 'act' as a visitor for a while and to go to the menu '***Consult***' option '***Consult ideas***'.

### **Classification of your idea :**

Your idea, being it a product or a service, has to be classified on Private Patent® so that it can be easily consulted by visitors.

We suggest you to consult the **detailed list of products** or the **commented list of services** before choosing a class for your idea.

**Contact of the idea :**

This information will let a visitor interested in your idea contact you, if he/her wishes to do so.

This information is totally confidential and can be used only on Private Patent® website.

*According to article 27 of Informatics and Liberty law of 6th January 1978, all Private Patent's users have the right to control and rectificate all personal information concerning them.*

**Remuneration for the consultation of your entire idea :**

Private Patent will give you the possibility to earn some money every time a visitor consults the whole of your idea deposited on Private Patent.

Moreover, it's you that fix the amount of remuneration that you wish to get every time a visitor consults the whole of your idea (this remuneration will be 30% of the amount net of tax that the visitor pays to read the idea).

The amount of remuneration that you wish must be in euros .

***Advice :*** Be reasonable, for each consultancy try to fix a limit of 100 euros of remuneration.

**Keywords :**

We give you the possibility to enter 12 keywords maximum to better define your idea.

Please note how important is the choice of keywords since when a visitor searches an idea by a word, the ideas displayed are those having this word in the title of the idea and/or in the wording of the idea and/or in the list of keywords. .

***One tip :*** Enter words and expressions which are not already in the title and/or in the wording of your idea, your idea will then have more chances to be consulted.

**Summary of the idea (in three parts) :**

Private Patent® has a special space where you can display the summary of your idea. You have 3 standard format screenpages to present the different aspects of your idea.

Each one of these three pages summary will be made up of :

- a title (45 characters maximum) that you will be free to choose
- one page (in the Word' format, maximum 21cm large and 29,7cm high)

***Three Tips :*** If your idea is simple and/or it cannot be protected, avoid entering many details.

> Try to write down quite elaborate and technical summaries of your ideas.

> Do not give the visitor any information letting him consult the whole of your idea by other means than Private Patent, since in this case you would lose your remuneration.

These 3 summary pages will be accessible to all visitors, so your content must be catchy but not too long.

**ATTENTION :** Please note that the title, the wording, the pages summaries of your idea must not contain :

>> any street address and any email address ;

>> any link to a document or to another website.

**The entire idea :**

Private Patent® offers you a space to present your whole idea.

It will be accessible only to visitors who will have paid to consult it along with your reversions.

In order to do that you have to provide us with a document in the 'Word standard' format made up of maximum 25 normal pages (format 21cm x 29.7cm).

**Deposit your idea :**

Once you have collected all this information and once you have prepared all these documents (pages summaries and description of the idea), you can sign in with your login and your password and then select the option 'Deposit an idea' in the menu 'Deposit'.

**ATTENTION :** Please note that Private Patent® reserves the right to refuse a deposit or a part of it if the information given is false, imprecise, outdated or incomplete.

**Validating the filing of your idea application:**

All the documents you'll provide will be checked by a moderator before being available online.

It can take up to 2 days, so please be patient.

*Good luck to you and to the ideas and innovations you are going to deposit on Private Patent®.*

***The team of Private Patent***