



Leyte State University  
Visca, Baybay, Leyte 6521 A  
Philippines

Office of the Secretary of the University  
And of the Board of Regents

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Republic of the Philippines  
**LEYTE STATE UNIVERSITY**  
Visca, Baybay, Leyte

**BOR RESOLUTION NO. 54, s. 2006**

**REFERENDUM FOR  
THE TRAVEL TO SINGAPORE OF  
DR. PACIENCIA P. MILAN, LSU President  
TO ATTEND THE WORLD INTELLECTUAL PROPERTY  
ORGANIZATION (WIPO) REGIONAL WORKSHOP ON TECHNOLOGY  
MANAGEMENT FOR PROMOTING TRANSFER OF TECHNOLOGY AND  
INTELLECTUAL PROPERTY TRANSACTIONS**

**WHEREAS**, the World Intellectual Property Organization (WIPO) and the Government of Singapore are jointly sponsoring the WIPO Regional Workshop for Promoting Transfer of Technology and Intellectual Property Transactions on July 3-7, 2006;

**WHEREAS**, the President of the Leyte State University (LSU), Dr. Paciencia P. Milan, has been invited by the WIPO to attend the WIPO Regional Workshop for Promoting Transfer of Technology and Intellectual Property Transactions to be held at the WIPO Singapore Office on July 3-7, 2006;

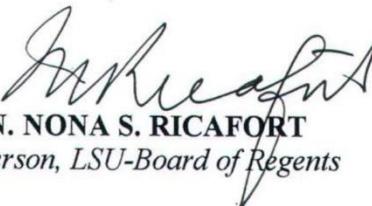
**WHEREAS**, the WIPO has indicated that it will shoulder the international airway tickets and accommodation of President Milan's trip to Singapore;

**NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED** That Dr. Paciencia P. Milan, be as she is, be permitted to travel to the Republic of Singapore from July 2-8, 2006 to attend the WIPO Regional Workshop for Promoting Transfer of Technology and Intellectual Property Transactions to be held at the WIPO Singapore Office..

**ADOPTED** in the Leyte State University, Visca, Baybay, Leyte this 26<sup>th</sup> day of August 2005.

**IN WITNESS** of our approval thereof, we hereby affix our signatures this 27<sup>th</sup> day of June 2006 ✓  
at Leyte State University, Visca, Baybay, Leyte.

**LSU BOARD OF REGENTS**

  
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*Maasin City*



From "Ye Min Than" <YeMin.Than@wipo.int>  
Subject WIPO Regional Workshop on Technology Management - July 3-7Singapore  
Date Sat, June 24, 2006 12:14 am  
To a@yahoo.com,subiyatno@yahoo.com,sumingxing@yahoo.com,technologywing@yahoo.com  
CC "Bernardine Rene" <Bernardine.Rene@wipo.int>

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Dear participants,

I refer to your participation to the forthcoming WIPO Regional Workshop on Technology Management for Promoting Transfer of Technology and Intellectual Property Transactions to be held in Singapore, from July 3 to 7, 2006.

Please find attached herewith the general information note about the Workshop. Kindly read the document carefully. Should you require additional information or clarification, please feel free to contact me.

Also attached is the provisional program of the Workshop for your information. Your particular attention is drawn to the fact that, in the program, there are two sessions where specific contribution from the participants are required, i.e., Topic 3, "Problems and Challenges in Managing IP Assets: Perspectives from Universities, Research Institutes and Technology Management Offices" and Theme 7 which involves presenting research profiles by the participants. Each participant must come prepared for their presentations to these sessions. For each session, a brief presentation of 5-10 minutes by the participants will suffice. You are all welcome to make your presentations with visual aids such as powerpoint.

Thank you very much and looking forward to seeing you all in Singapore.

Should you all require any further information, please feel free to contact me or my colleague, Ms. Bernardine Rene (who has been cc: this e-mail).

PLEASE CONFIRM RECEIPT OF THIS E-MAIL.

With best regards,

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WIPO REGIONAL WORKSHOP ON TECHNOLOGY MANAGEMENT FOR  
PROMOTING TRANSFER OF TECHNOLOGY AND INTELLECTUAL PROPERTY  
TRANSACTIONS

Singapore  
July 3 to 7, 2006

GENERAL INFORMATION FOR PARTICIPANTS

THE WORKSHOP

1. The “*WIPO Regional Workshop on Technology Management for Promoting Transfer of Technology and Intellectual Property Transactions*” is jointly organized by the World Intellectual Property Organization (WIPO) and the Government of Singapore.

VENUE AND DATES

2. The Workshop will be held from July 3 to 7, 2006, at the WIPO Singapore Office. The address and contact details of the WIPO Singapore Office are as follows:

WIPO Singapore Office  
29, Heng Mui Keng Terrace #06-16  
Singapore 119620  
Tel: (65) 6774 6406  
Fax: (65) 6774 4298

WORKING LANGUAGE

3. The Workshop will be conducted in English.

OPENING CEREMONY

4. The Opening Ceremony will be held at 9.30 a.m. on Monday, July 3, 2006, at the WIPO Singapore Office. Registration will take place from 9.00 a.m. to 9.30 a.m.

OBJECTIVES OF THE WORKSHOP

5. The Workshop will aim to:
  - strengthen the knowledge and develop skills of the participants on the process, facilitation and modes of technology transfer and IP transaction;
  - create a better understanding on the practices of commercialization that will lead to better exploitation of value from research results and on the varying models for technology management in universities and research institutes; and
  - provide an opportunity for the participants to exchange information and experiences among themselves and to learn from the experiences of Singapore in the area of technology management.



## PARTICIPANTS

6. Participants will comprise managers/heads of technology licensing offices and/or researchers/scientists involved in research work and commercialization from Bangladesh, China, India, Indonesia, Iran (Islamic Republic of), Malaysia, Mongolia, Pakistan, Philippines, Republic of Korea, Sri Lanka, Thailand, Viet Nam and from the host country, Singapore.

## WORKING SESSIONS

7. The Workshop will deal with eight main themes as follows:

- |             |  |
|-------------|--|
| Theme I:    | Extracting Value from Intellectual Property (IP) Assets: Opportunities and Challenges        |
| Theme II:   | Developing IP Institutional Policies in Universities and Research Institutions               |
| Theme III:  | Funding Options for Research and Development (R&D) and Commercialization of Research Results |
| Theme IV:   | Technology Management Strategies: Alternate Approaches and Options                           |
| Theme V:    | How to Market New Technologies?  |
| Theme VI:   | Basic Principles of Technology Licensing   |
| Theme VII:  | Presentation of Research Profiles  |
| Theme VIII: | Negotiating and Drafting Agreements  |

The respective speakers will introduce the sub-topics under each main theme, and a discussion will follow at the end of the presentations for each theme.

Two sessions will require more specific contribution from the participants, i.e., Topic 3, “Problems and Challenges in Managing IP Assets: Perspectives from Universities, Research Institutes and Technology Management Offices” and Theme 7 which involves presenting research profiles by the participants. It is suggested that participants come prepared for their presentations to these sessions.

In addition, there will be: (i) a role playing on negotiating a licensing agreement; and (ii) a visit to the National University of Singapore (NUS) Enterprise.

### TRAVEL ARRANGEMENTS

8. For foreign participants who are funded by WIPO, a round-trip economy class air ticket between her/his home country and Singapore will be provided by the UNDP office in the participant's home country. Participants should arrive in Singapore on July 2, 2006 and arrange to depart on July 8, 2006, or the nearest later date, depending on the availability of flights. Participants are requested to inform, as soon as possible, WIPO and the Ministry of Foreign Affairs of Singapore (see contact persons, paras 21 and 22), of the exact details (date, flight number and time) of arrival in, and departure from, Singapore, indicating full name, country of origin and that he/she is a participant in the Workshop.

9. For speakers from outside Singapore, separate arrangements will be made.

### ALLOWANCES AND EXPENSES

10. Participants who are sponsored by WIPO and the Government of Singapore, will be provided with the following:

- (a) Hotel accommodation in Singapore from July 2 to 7, 2006 (six nights) inclusive and special daily training allowance of S\$40 a day for the period from July 3 to 7, 2006 (five days), which will be provided to the foreign participants in Singapore by the Government of Singapore. The Government of Singapore will also provide lunch during the five days of the Workshop.
- (b) An additional special DSA of S\$60 per day, in addition to the DSA by the Government of Singapore, will be paid by WIPO through the local UNDP Office.
- (c) A lump sum of US\$120 to cover terminal expenses (taxi, airport taxes, etc.) and, if necessitated by the travel schedule, full DSA and corresponding terminal expenses for any authorized en route stopover, at the applicable UN rate (to be collected from the UNDP office of her/his country before travelling).

11. Any expenses incurred by the participants over and above the official period of the course due to any reason whatsoever, except unavoidable flight arrangements, shall be borne by the participants.

12. For speakers from outside Singapore, separate arrangements will be made.



### ACCOMMODATION

13. For all foreign participants and speakers, a provisional reservation for single room accommodation, inclusive of breakfast, has been made at the following Hotel:

Orchard Parade Hotel  
1 Tanglin Road  
Singapore 247905  
Tel: +65 6737 1133  
Fax: +65 6733 0242

14. The above reservation has been made for six (6) nights from July 2 to 7, 2006. For participants from outside Singapore who are funded by WIPO and the Government of Singapore, the hotel accommodation will be directly paid to the Hotel by the organizers for the above period, i.e., six (6) nights from July 2, 2006 (from 2 p.m. onwards) to July 7, 2006 (till 12 noon). (Participants who intend to extend their stay in Singapore beyond this period are requested to make separate arrangements with the hotel). Participants are responsible for settling their bills on their own for other services at the Hotel, such as drinks, laundry, telephone, dining, etc. Expenses relating to alternative accommodation arrangements will not be reimbursed.

15. Self-financed participants are requested to settle their bills directly with the Hotel.

16. All foreign speakers are to settle their hotel bills themselves.

17. The Hotel will also make available transport arrangements to and from the meeting venue. Guests will receive advice from the Hotel on the exact time of departure from and to the Hotel.

### HOSPITALISATION AND ACCIDENT INSURANCE COVERAGE

Participants sponsored by WIPO and the Government of Singapore will be covered under a group Hospitalization and Accident Insurance plan. Nonetheless, as the coverage is limited, participants may wish to consider making their own arrangements to obtain adequate medical insurance coverage during their stay in Singapore.

### TRAVEL DOCUMENTS

18. Participants are to ensure that their travel documents are valid and in good order, and to check visa requirements, if applicable.

19. All foreign participants are advised to inquire about visa requirements from the nearest Singaporean embassy in their respective countries. Those requiring a visa must obtain it in their home country before starting their journey. The visa should be valid for the full period of their stay necessary to participate in the Workshop, i.e., from arrival on July 2 to departure on July 8, 2006, or nearest possible dates. Any participant having difficulty obtaining an entry visa to Singapore should immediately inform the Ministry of Foreign Affairs of Singapore and WIPO. Please see Annex A for more information on **Visa Entry Requirements into Singapore and Visa Application Form.**