



INVENTION DISCLOSURE

This invention disclosure form is used by Soquel Group to enable inventors to describe their patentable inventions. The information disclosed using this form will enable Soquel Group to:

- Evaluate the invention for patentability and its possibilities for commercialization;
- Determine the rights of the inventor(s); and
- Initiate drafting of a patent for submission to the US Patent & Trademark Office

Please attach copies of all relevant materials (for example, manuscripts, data, and information on current, related technologies) that might assist in this endeavor.

This form has 3 parts:

- A. General Information to be completed for any disclosure
- B. Background Material - Prior Art
- C. Technical description of the invention. Note that *existing* technical documentation created for the project, project or service, can be provided rather than completing this section.

Part A – General Information

1. Name(s), email address(es), home address(es) and phone number(s) of the person(s) filling out this form.
2. Working title of the invention and/or project associated with the Invention.
3. Provide a high level description of the core concept(s) of the Invention. This should be 1 paragraph to 1 page.
4. Identify any oral descriptions of the Invention that were provided externally.
Include: Date, Circumstances (e.g. meeting), to whom described (names & titles), where & when)
5. Identify any written descriptions or publications about the Invention that were published or otherwise provided externally.

Include: Date, Type of description (e.g. drawings, source code, listings, To whom sent).



6. Is there a prototype or working model?

Include: Date and Persons who assisted.

7. Has this invention been offered for sale? If so, when was the first sale or offer to sell the product or service based on the invention?

Include Date, To Whom, and if delivered.

8. When was the product or service based on this invention first used externally? (Note: if there are multiple dates please indicate these, e.g. a public beta test followed by broad release.)

Include the date and the circumstances.

9. List and attach any documents that would provide additional information about your invention or the product to which it relates, including specifications, reference materials (e.g. applicable standards) journal articles, slide presentations, test and performance results. (Enclose copies if not readily available.)

10. Who does your invention belong to? Are the rights assigned to an employer? If you are employed and contend the invention belongs to you, do you have records for when you worked on your invention and what resources you used to develop it?

Part B – Background Material - Prior Art

Please provide:

1. A statement of problem solved by the invention or of the need expressed in the marketplace.
2. An annotated list of any prior art attempts to solve the problem and why they failed or how they are different—to the extent that you are aware of prior art in this area. Note that we are not asking you to perform any background investigation, only to provide information that you are already aware of.
3. References to any known prior art, typically in the form of publications including articles, patents, web pages, both published and unpublished, of which you are already aware. Again, we don't recommend performing any research of investigation; just list the prior art, or competing products that you are aware of. Prior art refers to material that is known through publications, products, websites, etc. which is closely related to your invention.



Part C – Technical Description of the Invention

If this is an independent invention, i.e. not part of a R&D project for which project documentation exists, then complete the following. Otherwise please supply corresponding project documentation.

Describe the invention in a manner adequate for a technically minded individual to be able to understand it; or attach copies of such a description if previously prepared (e.g., engineering notebook, inter-office memorandum, specification etc.). In most cases, 1-2 pages of a written technical description should be adequate to start the patent application process, although a more detailed description may greatly enhance the efficiency of the process.

This description should include:

- Your proposed implementation of the invention, including the architecture and design details of the implementation. In general, the description should refer to the elements in the drawings described below.
- A description of the component parts of, and individual operations performed by, your implementation of the Invention.
- The use of a specific example, showing how the invention solves the problem being addressed, can be particularly helpful.
- You should also mention whether you have thought of any other implementations, or applications of, your invention.

In addition, two or three standard drawings are helpful:

- At least one drawing showing the architecture of the system that implements your invention. Typically this is a system diagram that illustrates the major components of the system and their interrelationships. It is helpful if connecting arrows show direction and major inputs and outputs are labeled. (For example, if this is a web-based system the diagram might show any servers, a network, and the different types of client computers and their users that interact with the servers.) Be sure to include in the drawing any external devices or services that communicate with your invention.
- If the invention is process or software oriented, a flow chart illustrating the primary processing steps performed by your invention. The flowchart can include processing steps for different devices performing each step.
- If the invention is a device, such as a mobile device or server, a diagram of the device -- if the invention relies on standard hardware then the drawing can cover the major software modules. This drawing should include the major inventive/novel elements in the invention, either software or hardware or both.



Soquel Group Invention Disclosure

- If you have a working example or prototype of your invention, and it is convenient, please send Soquel Group a copy for examination.

Cross-referencing the drawings to the written technical description using reference numbers is usually helpful. Describe the parts and how they cooperate to achieve the desired result, or the process steps involved. Point out what aspects are new and/or novel.