

Facilitator Guide - Lightweight Search for SIPO Data Initiative
(State Intellectual Property Office (SIPO) of the PRC (People's Republic of China))

While waiting for everyone to arrive (if more than one participating), have the participants fill out the background information and demographics form. Additional time can be given at the end.

Thanks for agreeing to be interviewed. We appreciate your willingness to participate.

Facilitator and assistant facilitator (if present) will introduce themselves

The reason we are having these discussions is to find out how you search for patents and the criteria you are using to evaluate the results.

We need your input and want you to share your honest and open thoughts with us.

First, I want to mention some ground rules:

1. WE WANT YOU TO DO THE TALKING.

We would like everyone to participate. (for groups only)

I may call on you if I haven't heard from you in a while.

2. THERE ARE NO RIGHT OR WRONG ANSWERS

Every person's experiences and opinions are important.

Speak up whether you agree or disagree.

We want to hear a wide range of opinions.

3. WHAT IS SAID IN THIS ROOM STAYS HERE

We want folks to feel comfortable sharing when sensitive issues come up.

4. WE WILL BE RECORDING

We want to make sure to capture everything you have to say.

We don't identify anyone by name in our report. You will remain anonymous.

Have the participants sign the audio and video recording consent form

Conduct the discussion regarding individual's methods for patent searching and the criteria used to evaluate search results.

Thank participants for their time
