

NATSPEC, founded in 1975, is a not-for-profit organisation that is owned by the design, build, construct and property industry through professional associations and government property groups. NATSPEC's major service is the comprehensive national specification system endorsed by government and professional bodies. The specification is for all building structures with specialist packages for architects, interior designers, landscape architects, structural engineers, service engineers and domestic owners. AUS-SPEC is the Local Government specification system for the life-cycle management of assets.

STAKEHOLDERS

- // Air Conditioning and Mechanical Contractors' Association of Australia
- // Australian Council of Built Environmental Design Professions
- // Australian Elevator Association
- // Australian Institute of Architects
- // Australian Institute of Building
- // Australian Institute of Building Surveyors
- // Australian Institute of Quantity Surveyors
- // Construction Industry Engineering Services Group
- // Consult Australia
- // Dept of Finance (Federal)
- // Dept of Finance (WA)
- // Dept of Finance and Services (NSW)
- // Dept of Housing and Public Works (QLD)
- // Dept of Infrastructure (NT)
- // Dept for Planning, Transport and Infrastructure (SA)
- // Dept of Treasury (ACT)
- // Dept of Treasury and Finance (TAS)
- // Engineers Australia
- // Master Builders Australia
- // Standards Australia
- // Victorian Building Authority

ABN 20 117 574 606

2014 NATSPEC SEMINARS

Specifications: Overview - Production and Word Processing with Jocelyn Holley (8:30-10:30am)

- An overview of the role of specifications as a tool
- An overview of SPECbuilder Live - NATSPEC's online specification compilation software
- An overview of Microsoft Word in the final specification production

Getting Started with BIM with Kevin Rooney (11:00am-1:00pm)

- Guidance on how to prepare for the change of transitioning to BIM
- Discussion on the requirements for planning the implementation of BIM within your organisation
- Overview of the process of executing your BIM implementation plan

The NATSPEC BIM Protocol with Neil Greenstreet (1:30pm-3:30pm)

- Identifying your client's BIM requirements
- Defining the scope of your BIM services
- The purpose and structure of the NATSPEC BIM Protocol and Project BIM Brief

DATES:

Sydney - Wednesday 25 June
Canberra - Thursday 26 June
Melbourne - Friday 27 June
Darwin - Wednesday 2 July
Brisbane - Friday 4 July
Hobart - Tuesday 8 July
Adelaide - Wednesday 9 July
Perth - Friday 11 July

COST: \$88 per attendee per seminar

* Please complete the registration form on the final page



Specifications: Overview, Production & Word Processing

This seminar provides an introduction to specification writing, and covers the detailed use of SPECbuilder Live (for use on all operating systems) and Microsoft Word in specification writing, using NATSPEC and/or AUS-SPEC Templates.

Pre-seminar requirements None.

Who should attend Prospective and new specification writers and any administration staff wanting to learn more about SPECbuilder Live and Microsoft Word.

Seminar scope

- An overview of the role of specifications as a tool for:
 - Quality management
 - Project management
 - Risk management
 - Compliance
- An overview of SPECbuilder Live - NATSPEC's online specification compilation software:
 - Developing the first draft
 - Inserting and deleting worksections
 - Creating office edited worksections
 - Merging documents
- An overview of Microsoft Word in the final specification production:
 - Master documents and subdocuments
 - Trade packaging
 - Templates, styles and formatting
 - Table of contents
 - Using Hidden text
 - Headers and footers

Benefits for participants

- Save time and effort in drafting specifications
- Be compliant with professional accreditation regarding specifications
- Learn about the features of Microsoft Word that are necessary when working with large documents

Benefits for the organisation

- Improved specifications leading to better project outcomes
- Reduced risk to organisations
- Reduced time spent on writing specifications using SPECbuilder Live, Microsoft Word and office edited worksections
- Streamlining specification procedures within an organisation, improving efficiency

Learning outcomes

- Confidently use SPECbuilder Live to create a draft specification
- Understand and edit the NATSPEC *Template*
- Better understanding of Microsoft Word in relation to large documents

Seminar presenter Jocelyn Holley is the Development Manager for NATSPEC and has had over 20 years' experience in producing project specifications for architects and developing the National Master Specification.

CPD Points 2 hours formal points upon completion of a self-assessed questionnaire.

Getting Started with BIM

This seminar centres around the new NATSPEC paper: *Getting Started with BIM*. The seminar provides generic guidance on implementing BIM within an organisation and discusses some of the issues which need to be considered and the decisions to be made. It covers topics such as preparing for change, planning, implementation and review.

Pre-seminar requirements None essential but a general understanding of BIM, its potential uses and the NATSPEC National BIM Guide (available for free download from the NATSPEC website www.natspec.com.au, click on the BIM logo), would be beneficial.

Who should attend Architectural or engineering personnel who are considering, or who have already made the decision, to implement BIM within their organisation and are asking the question 'What do we do next?'

Seminar scope

- How to prepare for the change of transitioning to BIM, including getting everyone on board and selecting your change agent
- Discussion on the requirements for planning the implementation of BIM within your organisation, including analysis of existing practices, identification of requirements, goal setting and programming
- Overview of the process of executing your BIM implementation plan, including team selection, software and hardware, office procedures, office standards, training and roll out

Learning outcomes

- Confidently prepare a BIM implementation plan for your organisation
- Understand the issues that must be considered as part of the transition to BIM processes
- Take on board, and adapt the guidance provided to your organisation
- Ability to monitor how successful your organisation's transition to BIM has been and determines which aspects of the implementation worked well and which require further attention

Seminar presenter Kevin Rooney is a Senior Engineer at NATSPEC and has over 15 years' experience in the Design and Construction industry both in the UK and Australia. Kevin is the author of the NATSPEC paper: *Getting Started with BIM* and has hands on experience using BIM in the Australian marketplace.

The NATSPEC BIM Protocol

This seminar centres on the new NATSPEC BIM Protocol to be released in June 2014.

The seminar explains how the Protocol provides a framework for describing the level of implementation of BIM on projects in Australia and its relationship to other NATSPEC BIM documents.

Pre-seminar requirements None essential, but a general understanding of BIM and familiarity with NATSPEC BIM documents (available for free download from the NATSPEC website www.natspec.com.au, click on the BIM logo), would be beneficial.

Who should attend Clients and lead consultants on construction projects using BIM.

Seminar scope

- Identifying your client's BIM requirements
- Defining the scope of your BIM services
- The purpose and structure of the NATSPEC BIM Protocol and Project BIM Brief
- Using NATSPEC BIM documents to define the scope of BIM implementation on projects
- Coverage of related topics such as Levels of Development (LOD)

Learning outcomes

- How to resolve clients' BIM requirements with them and to define your scope of BIM services
- Confidently use the Protocol to define the level of implementation of BIM on a project

Seminar presenter Neil Greenstreet is the principal author of the NATSPEC BIM Protocol and NATSPEC National BIM Guide.

REGISTRATION FORM

1) Contact Details BLOCK letters please

First Name: Surname:
Title:
Organisation:
Address:
Suburb: State: Postcode:
Email:
Telephone: Fax:

2) Select Seminar Session(s) Please tick the box of the seminar(s) you would like to attend

State, Date and Location	Professional Development Jocelyn Holley 8:30am-10:30am	Getting Started with BIM Kevin Rooney 11:00am-1:00pm	NATSPEC BIM Protocol Neil Greenstreet 1:30pm-3:30pm
Sydney, Wednesday 25 June NATSPEC, Level 4, 217 Clarence Street, Sydney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canberra, Thursday 26 June AIA, 2A Mugga Way, Red Hill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melbourne, Friday 27 June Engineers Australia, 21 Bedford Street, North Melbourne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darwin, Wednesday 2 July Engineers Australia, 9 Cavenagh Street, Darwin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brisbane, Friday 4 July AIA, 70 Merivale Street, South Brisbane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hobart, Tuesday 8 July Engineers Australia, Level 8, 188 Collins Street, Hobart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adelaide, Wednesday 9 July AIA, 100 Flinders Street, Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perth, Friday 11 July Engineers Australia, 712 Murray Street, West Perth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Names of Attendees (please attach list if required)

1 Email
2 Email
3 Email

I am unable to attend, but please keep me informed

3) Payment Details Booking and payment is required minimum 5 working days prior to session

Cheque
Please make cheque payable to *Construction Information Systems Limited*

Please debit my credit card the amount of \$ _____ Mastercard Visa

Card number _____ Expiry ____ / ____

Cardholders name: Signature:

Direct payment made to: Construction Information Systems Limited
BSB: 032-099
Account number: 372432

Please send a copy of the payment receipt with this registration form

NATSPEC
PO Box 1527
QVB NSW 1230
Phone: 1300 797 142
Fax: 1300 797 143
Email: education@natspec.com.au

Cancellation Policy

- ◆ Cancellations must be notified in writing at **least 5 days** prior to session, after that time no refund will be given.
- ◆ Substitutes are permitted at no extra charge.

Invoice

- ◆ NB: This document will act as a tax invoice for GST when you make payment for amounts less than \$1000.

PLEASE RETAIN FOR YOUR RECORDS