

Guidelines for a buildingSMART alliance Interest Group

Thank you for your interest in establishing a professional networking interest group in your community affiliated with the buildingSMART alliance. We have a huge job ahead of us to transform an entire industry, and we need everyone's help to accomplish the goal.

The purpose of the buildingSMART alliance Interest Group is to foster grassroots networking and knowledge sharing with a minimum of administrative and organizational overhead. We specifically do NOT wish to create a new organizational infrastructure of chapters, bylaws, membership, and dues. We simply want to encourage people to meet and share knowledge about open standards, interoperability, and business process reform in the building industry. Each local group is independent and self-supporting. Neither the buildingSMART alliance nor the National Institute of Building Sciences can provide financial support or direction for the group's activities. This document provides tips for forming a local group, defines the requirements for affiliating your local group with the buildingSMART alliance, and lists the benefits of being affiliated with the Alliance.

Tips for Organizing a Local Networking/Educational Group:

- The best way to get a group started is to just do it!
- Your local AGC, AIA, CSI and other similar chapters might be able to help by providing meeting space or sending out meeting announcements. We encourage local affiliation with any industry organization provided that meetings are open to everyone in the building industry—architects, engineers, contractors, subcontractors, suppliers, building owners, facility managers, lawyers, and university faculty and students. Organize your group in whatever way works best for you. A recently formed Minneapolis group is a committee of AIA Minneapolis. An even more recently formed D.C. group, known as the Renaissance Club, is ad-hoc and completely unaffiliated.
- Keep it simple in terms of cost and management/administrative overhead. The D.C. group meets in a private room in a hotel restaurant and everyone pays their own tab. Some restaurants/hotels charge extra for large group meetings, but with a little effort you can find a venue that will be happy to accommodate your group for the price of breakfast. The beauty of this model is that there are no other costs, no registration fees, no sponsorship, no money to manage. In D.C., attendees are asked to RSVP so that the coordinator can provide the restaurant with a rough head count, but anyone can just show up, and many do. Walk-ins for D.C.'s 7 AM breakfast have included guests from Atlanta, Pasadena, and Oslo, all of whom have contributed substantially to the breadth of discussions.

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- The biggest challenge in starting an unaffiliated group is building the initial e-mail roster, but after the initial list is developed, it requires very little time to maintain. The D.C. group uses iContact to maintain the e-mail invitation roster and send out HTML-formatted e-mail announcements. It costs \$10/month for up to 500 names, which the coordinator absorbs as a business expense. The New York group uses Meetup.com to facilitate communication with all group members (<http://newtech.meetup.com/107/>). The Minneapolis group uses the e-mail communication infrastructure of AIA Minneapolis. There are many other low-cost communication options.
- There is an initial investment of time (finding a venue, setting up and learning iContact, Meetup, or other product, building the e-mail roster, etc.), but once the initial setup is complete it can take as little as 2 hours each month to line up a speaker/topic, send out announcements, and track RSVPs.
- There should be no criteria for attendance—it is not important whether anyone is a member of any organization, including the Alliance. Welcome anyone and everyone.
- A typical meeting consists of 30 minutes of breakfast/chat, a 15-30 minute presentation (with or without PowerPoint), and 30-45 minutes of discussion. Encourage speakers to distribute a brief, summary handout or provide electronic links to their presentation. The total time for a typical meeting is about 90 minutes. This simple program format can work for groups of 5 or 50.
- Speakers/topics are not hard to identify if you put a few heads together. Make it the discussion topic for your first meeting—the attendees will do the program planning for you. You will also be able to communicate with other group leaders around the country for subjects they have used through the Alliance web site.

Requirements for affiliating a local group with the buildingSMART alliance:

- Organizers/coordinators (but not attendees) are required to be members of the Alliance and have signed the Memorandum of Understanding. This is to assure that the content of Alliance-affiliated groups consistently promote all the values of the Alliance to include open standards and interoperability.
- Any Alliance member wishing to start an Alliance-affiliated group should provide the Alliance with contact information about the group and the approximate geographical area from which the group expects to draw participants. Organizers/coordinators agree to keep the Alliance informed of any changes in the status of the group, including contact information.
- While we recognize that some organizers/coordinators may have a proprietary interest in a product or service related to the goals of the buildingSMART alliance, Alliance-affiliated groups must maintain an inclusive, non-proprietary culture that is open to all viewpoints. This is not meant to

preclude discussions or presentations about proprietary products or services, but rather to ensure that none are excluded.

- Discussion topics should focus on “high-level” issues related to open standards, interoperability, and business process reform. Discussions/presentations of proprietary products or services should demonstrate a relationship to these Alliance goals.
- Organizers/coordinators are asked to be explicitly clear that while they are members of the buildingSMART alliance, the local group is solely responsible for any information presented and any views expressed, and that neither they nor anyone speaking at a local event is an official spokesperson of the National Institute of Building Sciences or the buildingSMART alliance.
- As part of any meeting, organizers/coordinators are asked to encourage attendees to join the Alliance and support it financially; this is critical to our long-term success. The Alliance will continue to try to offer its products at no cost, but that does not mean they are cost-free. The NBIMS Volume 1, Part 1 cost over \$1 million in donated volunteer time and other resources. Many other vital tasks can only be accomplished by paid contract. Encourage professionals to donate a portion of the profits they can attribute to BIM to the Alliance, to leverage today’s success for even greater future benefits.
- Organizers/coordinators are asked to remain aware of Alliance projects, particularly new initiatives, and encourage attendees to volunteer/participate.
- Organizers/coordinators are asked to capture lessons learned and share them with the Alliance so that we can keep improving the organization. Please send us an email after your event with a brief summary. How many attended, from what sectors of the industry, and what was the topic presented/discussed. This will help us and other groups in their planning. We will make those topics available on the web site to help others plan meetings.

What buildingSMART alliance will do:

- Local groups that adhere to the above criteria will be listed on the buildingSMART alliance web site, complete with appropriate contact information including web site, if available. Meeting times or locations, which are likely to be subject to change, will not be listed. Visitors will be encouraged to contact the local organizers/coordinators for more information.
- Local groups that adhere to the above criteria will be permitted to display the buildingSMART alliance Interest Group logo.
- The buildingSMART alliance reserves the right to prohibit any group from displaying the buildingSMART alliance Interest Group logo or claiming affiliation with the Alliance if, in the sole judgment of the Alliance, such a

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group does not adhere to the requirements specified herein and to the stated mission of the Alliance.

- buildingSMART is a registered service mark of the National Institute of Building Sciences (NIBS) and buildingSMART alliance is a trademark and service mark of NIBS. The group is not authorized to use the terms buildingSMART or buildingSMART alliance in conjunction with the words Interest Group, or separately, to identify any goods or services of the group without the express written permission of NIBS.
- The group may not reproduce, distribute, or create derivative works from any copyrighted work of NIBS without the express written permission of NIBS.

Thank you for supporting the buildingSMART alliance!