FAQ – GRAPHISOFT BIM MANAGER PROGRAM

When is the next course?

All upcoming **BIM Manager Program events** are **listed** at https://bimmanager.graphisoft.com and are announced through our social media channels.

How much is the course?

The cost of participation is **€1199 for non-SSA users** and **€949 for SSA users.**

If you are an SSA user, please contact your local GRAPHISOFT Distributor or send us an email at bimmanager@graphisoft.com to be provided with a discount code.

We also offer some additional bulk purchase discounts for the program; **15% discount for 2 tickets** purchased in a single transaction and **20% discount for 3 or more tickets**. This discount is applied automatically, once more than 1 tickets are added to the basket. The discount is either applied to the full price (non-SSA) or the SSA price (after you have used the provided discount code).

What is an SSA user?

If you own at least one **Archicad licence** and you are in an annual **contract** (Software Service Agreement) with your **local GRAPHISOFT distributor** to receive inclusive technical support and upgrades to the future versions of Archicad, then you are considered an SSA user.

Can I pay by bank transfer?

While we recommend online payments, when an online payment is not possible, we can **accommodate payments by bank transfer**. Please send us **your company details** (including your SSA status) to bimmanager@graphisoft.com and we will issue a **proforma invoice.** Please note that the bank transfer has to be completed at least one business day before the course starts.

How can I pay in my own currency?

We **only accept payments in EUR** at the moment and the conversion from EUR to another currency will be done automatically by your credit/debit card provider. In special circumstances where credit/debit card payment is not possible, we can accommodate payments via bank transfer.

How is the course delivered?

The course is delivered through a Learning **Management System (LMS)** from where attendees have access to the course modules, resources, participate in forum discussions and group projects.

The delivery is split between self-paced pre-recorded and live sessions. The self-paced pre-recorded sessions need to be completed within the module (1 week) that they belong to. The same applies to the live sessions; those will be delivered on the same day at 3 different times to accommodate all time zones. Please ensure that you join one of the live meetings every week.

For attendees who will not be able to attend the live meetings, **recordings** which can be watched at their own time, will be provided.

What happens if I can't attend the live meetings?

For attendees who will not be able to attend the live meetings, **recordings** which can be watched at their own time, will be provided.

How does the certification/exam work?

Successful participants, upon completion of the course, will be awarded the **Archicad BIM Manager Certificate**. The exam is split into weekly quizzes, short group activities, practical exercises and an individual 10-week long project.

I am a student, can I attend?

While the program focuses primarily on professionals, we are also happy to **accept students**. However, please note that a lot of workflows which are presented in the course, require solid project experience which students may lack.

What is the level of Archicad knowledge required to attend the course?

In general, a **solid knowledge of Archicad** is required as the specifics of ARCHICAD functionalities will not be covered during the course; instead the focus will be the functionalities' importance and related workflows to the BIM Manager of an office. A **basic understanding of BIM** is welcome too, but several topics around BIM in general will be covered in the first few weeks.

Do I need an Archicad license to attend the course? Can I use the trial version of Archicad?

Regrettably we can't provide a license to the attendees. However, you **could download** and use **the trial version of Archicad.** A trial license is a fully working Archicad license during the 30-day period and becomes an Archicad viewer only, after the first 30 days (no save function). Also, if any files are saved from the trial license during the trial period, they can only be opened only on the same computer after that.

We provide several ARCHICAD files which have the workflows discussed during the program, implemented and some of the quizzes require the use of ARCHICAD. You will be able to open those with an expired trial version, but you will not be able to save anything additional.

Which Archicad version is used in the course?

The supporting and quiz files are provided in **Archicad 24** for all attendees, so we encourage you to use the latest version of ARCHICAD.

In special circumstances, we can provide those files in **Archicad 22**.

Can I get an invoice?

To obtain an invoice, after you have purchased a seat for the course, you can either

> **Download** an invoice automatically from your **account area** within the Learning Management System, or
> **Request** an invoice by sending us your company details at bimmanager@graphisoft.com.

What is the deadline to enroll?

Registrations will be accepted up **until the middle of the 1st week of the course** to accommodate any late comers, who can watch the recorded sessions to catch up, or until all the available seats are filled.

Our previous experience has shown that this is a popular course and sells out fast. Please make sure you secure a seat early, to avoid disappointment.

What training material is provided to participants?

Participants have **view-only** access to pre-recorded or live sessions and their associated presentation slides for the duration of the course.

They also have access to download about **400 pages of documentation** on the different topics discussed, as well as several **templates of EIR's, BEP's and other documents** and **standards**. Several **Archicad and Solibri files** are made available for download, with all of the topics discussed in the course, implemented.

Which other software do I need to have apart from Archicad?

Apart from Archicad, only **Solibri Anywhere** (the free version of Solibri) is required for attending the course.

How are the live meetings delivered? Which software do I need to have in order to attend them?

The live meetings are delivered via **Microsoft Teams**.