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REGISTRATION FORM

'Contract Management for Construction Projects'

09^h – 10^h October 2014 (Wednesday & Thursday)

Closing Date : 07th October 2014

No	Name(s)	M'ship No.	Grade	Fee (RM)*
Total Payable				

*Fees **MUST** be fully paid **BEFORE** the **CLOSING DATE**. Seats could only be confirmed upon payment.

Enclosed herewith a crossed cheque No: _____ for the sum of RM _____ issued in favour of "The Institution of Engineers, Malaysia" and crossed 'A/C payee only'. I/We understand that the fee is not refundable if I/We withdraw after my/our application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email: _____

Signature & Stamp

Date

Photocopies are acceptable



The Institution of Engineers, Malaysia

2-Day Course On
**'Contract Management for
 Construction Projects'**

Organised By:

Project Management Technical Division, IEM

Date : 09th – 10th October 2014 (Wednesday & Thursday)

Venue : Tan Sri Chin Fung Kee Auditorium, 3rd Floor
 Wisma IEM, Petaling Jaya, Selangor

Time : 8.30 a.m. - 5.30 p.m.

BEM Approved CPD/PDP Hours = 14
 Ref. No: IEM14/HQ/307/C

Registration Fee

	<u>Normal</u>	<u>On-line</u>
IEM Student Member	: RM200.00	RM150.00
IEM Graduate Member	: RM650.00	RM600.00
IEM Corporate Member	: RM750.00	RM700.00
Non IEM Member	: RM950.00	RM900.00

IMPORTANT NOTES

- **Closing Date : 07th October 2014**
- For **ONLINE REGISTRATION**, payment **MUST BE MADE VIA ONLINE PAYMENT** [via RHB Now and Maybank2u -Personal Saving & Personal Current; Any Credit Card - Visa/Master]. If payment is not received within the stipulated time, the registration fee will automatically be reverted to the normal fee.
- Payment via **CASH/CHEQUE/BANK-IN TRANSMISSION/BANK DRAFT/MONEY ORDER/POSTAL ORDER/LOU/LOG/WALK-IN** will be considered as **NORMAL REGISTRATION**
- **FULL PAYMENT** must be settled before commencement of the event, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non-refundable. IEM reserve the right to reject any LOU/LOG not in accordance with these instructions.
- The Organising Committee reserves the right to alter or change the programme due to unforeseen circumstances.

Synopsis

Contract managers, project managers and other professionals involved in construction projects must be able to work effectively together with their Employers, contractors and sub-contractors in order to accomplish key objectives of timely completion with no cost over-run. Because contracts are developed in an increasingly complex environment, including the rising use of nominated suppliers and nominated sub-contractors, a solid understanding of the contracting process is critical and this will give the contract personnel an advantage whether you are on the Employer's or contractor's side. Therefore a good understanding on how contracts are legally formed and how should the contract be administered are essential for anyone who perform the role of contract administrator. A thorough understanding of the principles and the working mechanisms is crucial for one to be well equipped and be able to administer the contract confidently. This course will provide an overview of all phases of contracting, from project development and feasibility studies to completion of projects.

Benefits

- Gain a better understanding of the contract process
- Improve the negotiation skill for construction projects
- Understand the importance of project planning and control
- Able to implement the safety procedures at the site
- Identify potential legal hazards in a construction contract
- Avoid project delays and cost over-run
- Learn how to document for litigation or arbitration
- Understand the duties and responsibilities of architect and engineers in a construction contract

About The Course Leader

Ir. Lai Sze Ching graduated as a Mechanical Engineer from the University of Malaya. He also holds LL.B degree from the University of London and LL.M from the University of Malaya, majoring in Alternative Dispute Resolution, Arbitration Law, Remedy, Civil Procedure and Construction Law. In addition he also holds a Certificate of Legal Practice from the Qualifying Board of Malaysia. Ir. Lai has more than 30 years working experience in construction and property development. He is currently the Managing Director of an engineering firm and also as a claim consultant. Ir. Lai had been invited to deliver papers on water supply and sewage treatment in various international seminars and conferences. He has also written articles on ADR, Arbitration and Construction disputes and has conducted talks on ADR, Arbitration and Construction Law to local companies and Universities. Being an accreditator of Engineering Accreditation Council Malaysia, he is also actively involved in the accreditation of local engineering programmes. He is currently a member of the Industry Advisory Panel for University Malaysia Pahang and Multimedia University. Ir Lai is also a member of the Board of Studies for University of Pahang Malaysia and the Student Ambassador for the External Law Programme of University of London. He is empanelled as Arbitrator, Mediator and Adjudicator in the panel of Kuala Lumpur Regional Centre of Arbitration (KLRCA).

Course Schedule & Outline

Day 1		Day 2	
08:30 – 09:00	Registration	08:30 – 09:00	Registration
09:00 - 10:45	<ul style="list-style-type: none">• Introduction• Legal Context of Construction Contracts	09:00 - 10:45	<ul style="list-style-type: none">• Tender Process• Contract Negotiation
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none">• Parties in Construction• Types of construction projects	11:00 – 13:00	<ul style="list-style-type: none">• Contract Award• Commencement of Work
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 15:30	<ul style="list-style-type: none">• Project Management• Project Development and Feasibility Study	14:00 – 15:30	<ul style="list-style-type: none">• Commence of Works (Con't)• Project Progress
15:30 – 15:45	Tea Break	15:30 – 15:45	Tea Break
13:45 – 17:00	<ul style="list-style-type: none">• Types of Standard Form of Contracts	13:45 – 17:00	<ul style="list-style-type: none">• Occupational Safety and Health• Closing of Project Account
17:00 – 17.30	<ul style="list-style-type: none">• Q & A	17:00 – 17.30	<ul style="list-style-type: none">• Q & A

Who Could Benefit From The Course

- Project Directors
- Contract Managers / Executives
- Project Managers / Engineers
- Project Architects
- Site Managers / Site Agents
- Quantity Surveyors
- Site supervisors
- Developers
- Contractors and sub-contractors

Cancellation Policy

IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.