



ECOWEEK 2010 Design Workshops: INSTRUCTIONS

June 2010

Dear friends and colleagues,

Welcome to the ECOWEEK 2010 design workshops! We wish to thank you for your participation in sharing knowledge and know-how towards the design of sustainable solutions in Architecture in the Middle East. In order to make the short experience of the workshops a rewarding and pleasant one, we wish to share some suggestions and instructions that may be of useful for your participation:

1. Content

- The theme this year: **'Green' Architecture – Community – Sustainability.**
- We have posted materials about your workshop in our website:
http://ecowee.netfirms.com/ecowee.gr/ecowee2010_BJ/workshops.html
- Background and examples on 'green' Architecture are posted in the same webpage and also will be presented during the first day of lectures on July 25 at Trovowitz Bldg, Law Faculty Tel Aviv University. You are encouraged to attend the lectures.
- The full ECOWEEK 2010 program is posted at:
http://ecowee.netfirms.com/ecowee.gr/ecowee2010_BJ/program.html

2. Methodology - Tools

The workshops will be held at three locations: Tel Aviv University School of Architecture in Ramat Aviv, Hava Ecologit in Bat Yam, and a central location in Bat Yam (to be announced). At the workshop venues there are tables, chairs, electricity, wi-fi, and bathrooms, for the perusal of the workshop participants. Please see the maps in our website for instructions how to get there. Also arrange with your workshop team for possible car pooling (sharing).

We suggest that you bring your laptop (at your responsibility) and drawing tools (pens, pencils, color pencils, sketchbook, papers) to make your work more effective. We suggest that you spend as much time as possible with the workshops group. To print your work, please find a convenient printing shop near your workshop. To scan use your camera.

3. Schedule

The program start on Sunday July 25, with registration (welcome package), instructions, meet your workshop group, and a full day of lectures. Workshops will take place from Monday July 26 till Thursday July 29. Presentation takes place on Friday July 30. Please refer to the program for exact locations of all the above events.

http://ecowee.netfirms.com/ecowee.gr/ecowee2010_BJ/program.html

The time of the workshops is extremely limited (only four days) therefore we recommend organizing your time per design phases: for example days 1 & 2: visit the site, meet the client and preliminary design; day 3: final design; and day 4: presentation drawings.



4. Presentation material

Presentations will take place on Friday July 30, 9:00-15:00. Discussion time will be limited in order to accommodate discussion for all proposals. Therefore, in order to allow equal and ample time for each project presented we will kindly ask the following:

- Presentation time for each group limited to up to 10 minutes.
- Presentation material:
 - i. Up to ten (10) slides in PPT format (PPT only - not PPS).
 - ii. Up to three (3) 'posters' A3 in color that will present the project briefly, the ideas and solutions behind it. These posters will be posted on the wall as reference during the presentation discussion.

5. Material for presentation and publication

In order to present the work that will be produced during the workshops we kindly request from each group / team to hand to us on Friday July 30, at 8:30 in digital format (preferably USB Stick) the following:

- i. The presentation materials (please see above) in digital form – unlocked files in PPT only - not PPS. It will include:
 1. Up to ten (10) slides in PPT format (PPT not PPS).
 2. Up to three (3) 'posters' A3 in color that will present the project briefly, the ideas and solutions behind it.
- ii. Text up to 200 words in English that will briefly explain the design approach, methodology and the solutions chosen (design, passive, active, etc.) - in Word format (.doc or .docx).
- iii. The full names of the participants in the team (including the team leaders) with a few words on each one of the team (name, academic institution, profession)– all texts in English - in format .doc or .docx.
- iv. A folder with images explaining your project, floor plans, 3d images, etc. all in .jpg, .pdf, .tiff, or .psd only.
- v. A two-page layout (A4X2) that will present the proposed design(all texts in English), with the participating team members (with a short paragraph for each one of them, all in English), floor plans, elevations, sketches, diagrams, photos, 3d simulations, in full color in high resolution PDF format and in .PSD, .EPS, Illustrator, etc.

6. Contact

For any questions, please contact Elias Messinas at +972544286998 & elias@ecoweeek.org or visit the program website: www.ecoweeek.org.il & www.ecoweeek.org.ps

We hope that you enjoy the workshops!