



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. Please also read the detailed instructions to students posted in the workshop website: http://ecowee.netfirms.com/ecoweek.gr/ecoweek2010_BJ/workshops.html
2. We encourage you to be present on **Sunday July 25 at 9:30 am** at the opening lectures at Trovowitz Bldg, Law Faculty Tel Aviv University. Dan Price has offered to kindly arrange for **parking within the Tel Aviv University campus** to avoid parking costs or parking tickets. Please **send us your name, car brand, and license plates**.
3. On **Sunday 25/7** following the introduction and instructions, we will ask the **groups to meet each other** for about 30 minutes. We encourage you to take advantage of this time to bring your group together, to allow each one to introduce themselves and this way 'break the ice' for the groups to start coming together towards the intense 4-day workshop.
4. 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 coordinate with your workshop team for possible car pooling (sharing).
5. We encourage you to **take an active role** in leading and co-designing with the students the proposed assignment. It is to your discretion the percentage of your involvement in the design proposal, but we certainly encourage you to lead the workshop timetable, in order to make sure that the 4 days are used efficiently and effectively. For example: days 1 & 2: visit the site, meet the client and preliminary design; day 3: final design; and day 4: presentation drawings.
6. We are suggesting to the students to bring their laptop (at their responsibility) and drawing tools (pens, pencils, color pencils, sketchbook, papers) to make their work more effective. It is up to you to decide whether you will bring similar equipment and tools to contribute to the team work. We suggest that you spend as much time as possible with your group.
7. **The program** starts 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://ecoweek.netfirms.com/ecoweek.gr/ecoweek2010_BJ/program.html

8. **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. You are encouraged to be present at the presentation and take an active participating in the discussion.

9. Regarding **presentation materials**, we require from each team to produce and present 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.

10. For the purpose of further **publishing the workshop proposals** 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:

- iii. 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.
- iv. 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).
- v. 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.
- vi. A folder with images explaining your project, floor plans, 3d images, etc. all in .jpg, .pdf, .tiff, or .psd only.
- vii. 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.

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

We hope that you enjoy the workshops!