

ECOWEEK 2011 Design Workshop INSTRUCTIONS

July 2011

Dear friends and colleagues,

Welcome to the ECOWEEK 2011 design workshops! We wish to thank you for your participation and cooperation and for joining us in sharing knowledge and know-how towards learning how to design 'green' buildings and how to contribute towards making urban communities more sustainable. In order to make the short experience of the workshops a rewarding, fulfilling and pleasant one, we wish to share some suggestions and instructions that will be useful for your participation:

1. Content

- This year the workshops focus on four (4) themes:
 - THEME A: Urban Sustainability.
 - THEME B: Social Sustainability.
 - THEME C: New Building Sustainability.
 - THEME D: Existing Building Sustainability.
- We have posted materials about the project site at our website:
http://ecowee.netfirms.com/ecowee.gr/ecowee2011_MILANO/workshops.html
- The groups will have the opportunity to receive scientific background will be presented at the thematic lectures and also in informal discussion(s) with Prof. Brian Ford, University of Nottingham, UK.
- The full ECOWEEK 2011 program is posted at:
http://ecowee.netfirms.com/ecowee.gr/ecowee2011_MILANO/program.html

2. Methodology

At the hosting premises there are tables, chairs, electricity, wi-fi, and bathrooms, for the perusal of the workshop. Find beforehand the location of your workshop and how to get there. We suggest that you spend as much time as possible with the workshops group. We do not expect to have materials printed during the design process. For the final presentation, the suggested A3s can be printed at printing stores or if the hosting office offers to print it – please note that you do not have to print them if you choose so.

3. Schedule

The workshops start on Monday September 12 with registration and opening remarks by the organizers at Camera del Lavoro (all locations will be marked on a Google Earth layer and sent to you shortly). For some of you, this is the occasion where the groups will meet together with the workshop leaders for the first time. Some workshops may choose to meet earlier and start working on their assignment before the actual ECOWEEK week. You are strongly encouraged to follow the instructions and timetable of the workshop leaders and to keep the workshop leaders in the work process both as consultants and as critics and guides in the work. It is important that the design process is a product of collaboration between the team and the leaders. They will also provide you with more information, in addition to the materials posted in the 'Workshops' website.

Starting September 13 and until September 15 your group will develop the assignment, per your workshop leaders' instructions. On Friday September 16, all workshop groups will work at the Politecnico in Bovisa. The building will be open till late. The time of the workshops is extremely limited (only four days) therefore we recommend organizing your time per design phases: for example day 1: site visit, program and preliminary design; day 2: preliminary design; day 3: final design; and day 4: presentation drawings and Powerpoint presentation / short film(s).

4. Presentations

Presentations will take place on Saturday September 17, starting at 9:00 in the morning. The venue, at the center of Milano, will be announced shortly. The workshop projects will be presented by the participating students and young professionals and discussion will develop with the professional jury. Discussion time will be limited in order to accommodate all workshop proposals.

For the first time in Milano we are suggesting a different presentation format. The projects will be presented in two forms: (a) Informally, in an informal exhibition outside the presentation hall (using your computer(s), print outs, sketches, installations, using objects that you have found or objects that you may have created), and (b) More formally, inside the hall, followed by a discussion with the professional jury.

For the presentation, please present (at least) the following:

- Presentation time for each group limited to 4 minutes.
- Presentation to include:
 - 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.
 - iii. A short film (greatly encouraged).
- Keep images in high resolution!

5. Delivery of materials

We will kindly ask you to deliver the PPT presentation file of your workshop group no later than Friday September 16, at 20:00 (8pm). After this deadline we will not accept PPT presentations – unless there is a VERY good reason for delivering the work late! Keep the file at reasonable size (less than 20 MB).

6. Publication material

In order to further publicize the work that will be produced during the workshops we kindly request from each group / team to send us by email (ecoweek.gr@gmail.com) or hand to us on Saturday, September 17 during the day in digital format (preferably USB or DVD) the following:

- i. The presentation file (PPT) before your presentation.
- ii. The posters (see above).
- iii. Text (200 words) in Italian and English briefly explaining the design approach, methodology and the solutions chosen (design, passive, active, etc.) - in Word format (.doc or .docx).
- iv. The names of the participants in the team (including the hosting office as advisor-s) with a short paragraph on each one of the team – in Italian & English - in Word format (.doc or .docx).
- v. A two-page layout – per instructions and template that we will give you very shortly – with all necessary information, including the names of participating team members and hosting office, drawings of floor plans, elevations, sketches, diagrams, photos, 3d simulations, in full color in high resolution PDF format and in .PSD, .EPS, Illustrator, PPT, doc, docx, etc.

7. Contact

For any questions, please contact us at elias@ecoweek.org or giuditta@ecoweek.it or amit@ecoweek.it ECOWEEK website: www.ecoweek.gr

We hope you enjoy the workshops! ☺