



Athens February 19, 2010

## ECOWEEK 2010 Design Workshops: INSTRUCTIONS

Dear friends and colleagues,

Welcome to the ECOWEEK 2010 design workshops! We wish to thank you for your cooperation and for supporting and participating in sharing knowledge and know-how towards the design of sustainable solutions in Architecture in Greece. 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: **Design a Passive solar house of zero emissions.**
- We have posted materials about the project site at our website:  
<http://www.ecowee.netfirms.com/ecowee.gr/ecowee2010/workshops.html>
- The scientific background will be presented at the thematic lectures by the experts from ARUP, Buro Happold, BioRegional, and Fulcrum / CABE on March 16-17 at Metropolis. You are welcome to join and attend the lectures.
- The full ECOWEEK 2010 program is posted at:  
<http://www.ecowee.netfirms.com/ecowee.gr/ecowee2010/program.html>

### 2. Methodology

At the hosting architectural offices, there are tables, chairs, electricity, wi-fi, and bathrooms, for the perusal of the workshop. You are asked to find beforehand the location of your office 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 requested A3s can be printed at printing stores or if the hosting office offers to print it.

### 3. Schedule

The workshops start on Tuesday March 16 at Metropolis (54 Panepistimiou, on the top floor) with registration and opening remarks by the organizers. Also, it is the occasion where the groups will meet the hosting architects for the first time, and you will be given some first instructions. You are encouraged to visit the workshop site before the workshops begin - information has been posted in our 'Workshops' website (please see below). Then on Wednesday March 17 till Friday March 19, your group will work at the hosting architectural office on the project.

The time of the workshops is extremely limited (only three days) therefore we recommend organizing your time per design phases: for example day 1: preliminary design; day 2: final design; and day 3: presentation drawings.



#### 4. Presentation material

Presentations will take place on Saturday March 20, 9:00-15:00. Discussion time will be limited in order to accommodate 20+ 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 5 minutes.
- Presentation material:
  - i. Up to ten (10) slides in PPT format (PPT 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 widely present the work that will be produced during the workshops we kindly request from each group / team to hand to us on Saturday, March 20, 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 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 Greek **AND** 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 names of the participants in the team (including the hosting office as advisor-s) with a short paragraph on each one of the team – all texts in Greek **AND** English - in Word format (.doc or .docx).
- iv. A two-page layout (A4X2) that will present the proposed design(all texts in both Greek and English), with the participating team members (with a short paragraph for each one of them, all in Greek & 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 Faidra Matziaraki at (694) 740-5280 and [faidramatzic@hotmail.com](mailto:faidramatzic@hotmail.com) and Elias Messinas at (694) 466-4242 [elias@ecoweeek.org](mailto:elias@ecoweeek.org) .  
ECOWEEK website: [www.ecoweeek.gr](http://www.ecoweeek.gr)

We hope you enjoy the workshops!