



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 the workshops with your participation, input, knowledge and experience in disseminating knowledge and know-how towards the design of sustainable solutions by young professionals of 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 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

For your convenience the groups of visiting architects / experts will take place at the ECOWEEK / Athens Direct lounge at 44 Ermou street, on the 5th floor. There are tables, chairs, electricity, wi-fi, and bathrooms, for the perusal of the workshop. Ermou street is in the heart of downtown Athens, with many good restaurant around. We do not expect to have materials printed during the design process. For the final presentation, the requested A3s can be printed at an adjacent printing store.

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 you for the first time, and you can give them some first instructions. You are also welcome to visit the workshop site - information has been posted in our 'Workshops' website (please see below). Then on Wednesday March 17 till Friday March 19, the group will work with you on the project at the ECOWEEK / Athens Direct Lounge at 44 Ermou street, 5F. 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 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 and Elias Messinas at (694) 466-4242 elias@ecoweeek.org .
ECOWEEK website: www.ecoweeek.gr

We hope you enjoy the workshops!