



### ECOWEEK 2011 Design Workshop INSTRUCTIONS

March 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:
  - Design a Passive solar house of zero emissions.
  - Design the sustainable renovation of an existing building.
  - Design a sustainable urban intervention and/or landscape design project.
  - Design a project that will benefit a local community or NGO in the city.
- We have posted materials about the project site at our website:  
<http://ecowee.netfirms.com/ecowee.gr/ecowee2011/workshops.html>
- The scientific background will be presented at the thematic lectures by the experts from ARUP, BioRegional, and Fulcrum Consultants on Monday March 28, 2011 and at the consulting session by Brian Mark on Tuesday March 29, 2011. You are encouraged to attend these lectures. Both take place at Olympio (Aristotelous Sq.).
- The full ECOWEEK 2011 program is posted at:  
<http://ecowee.netfirms.com/ecowee.gr/ecowee2011/program.html>

#### 2. Methodology

At the hosting premises – including professional firms and AKTO (Tsimiski 45 & Aristotelous), there are tables, chairs, electricity, wi-fi (in one case wi-fi will be available from the near-by café), 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 March 28 with registration and opening remarks by the organizers at Olympio (Aristotelous Sq.). For some of you, this is the occasion where the groups will meet together with the workshop leaders for the first time. Some workshops have already started contact and 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 March 29 and until April 1 your group will develop the assignment, per your workshop leaders' instructions. 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. Presentation material

Presentations will take place on Saturday April 2, 9:00-17:30 at HELEXPO 'Ioannis Vellidis' Hall. The workshop projects will be presented by the participating students and young professionals. Discussion time will be limited in order to accommodate all 37 workshop 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 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 (optional but encouraged).
- Keep images in high resolution!

#### 5. 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](mailto:ecoweek.gr@gmail.com)) or hand to us by Saturday, April 2, at 8:30 in digital format (preferably USB Stick) the following:

- i. The presentation materials listed above) before your presentation.
- ii. Text (200 words) in Greek and English briefly explaining 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 – in Greek & English - in Word format (.doc or .docx).
- iv. A two-page layout (A4X2) – as if you are publishing your proposal in a book or magazine - in Greek & English, with the participating team members and hosting office, 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.

#### 6. Contact

For any questions, please contact Elias Messinas at (694) 466-4242 [elias@ecoweek.org](mailto:elias@ecoweek.org) or Olympia Datsi at (693) 660-8017 and [olympia@ecoweek.org](mailto:olympia@ecoweek.org) ECOWEEK website: [www.ecoweek.gr](http://www.ecoweek.gr)

We hope you enjoy the workshops!