

**ECOWEEK 2012 Design Workshop INSTRUCTIONS**

November 26, 2012  
(updates may follow)

**1. FINAL PRESENTATION:**

**Friday November 30, 9:00 am**

- Presentation format
- Presentation time:
- Presentation materials:
- Photographs:
- Video presentation:
- Each file size:
- Presentation format:

PPT – no PPS / no PDF  
10 minutes for each group.  
Up to ten (10) slides  
Document your workshop work.

- Document your work on-site.

Encouraged! Pref. PC format.

- Document your workshop work.
- Document your work on-site.

Up to 10 MB - max!  
Format slides as you like.

- Must include:
- The number of the group (W?).
- The names of the participants & leaders.
- The logo of ECOWEEK2012. Download here:  
[http://ecowee.netfirms.com/ecowee/files/2012/images/logos/ecowee2012\\_EN.jpg](http://ecowee.netfirms.com/ecowee/files/2012/images/logos/ecowee2012_EN.jpg)

**2. PUBLICATION GUIDELINES:**

**In a FOLDER with the name of your workshop group, give us:**

- Photographs of team:
  - Workshop info:
  - Project pictures:
  - Text:
- FIVE (5) picture landscape format high resolution.  
Number (W) of workshop, Workshop name, project name.  
Names of team / workshop leaders (.doc or .docx).  
TEN (10) pictures landscape format high resolution.  
Plans, 3d renderings, environmental assesm., site, etc.  
Text (600 words) in **English** (and 200 words Serbian).
  - Text to include: site, place, climate, goal of the design, design principles, methodology and 'green' solutions (design, passive, active, etc.) - format (.doc or .docx).

**3. EXHIBITION GUIDELINES:**

**In a FOLDER with the name of your workshop group, give us:**

- Format:
  - Number of panels:
  - Layout:
- 200 X 100 cm PORTRAIT (Not Landscape!)  
ONE (1) only. In PDF. Max size 10 MB.  
As you like. Must include:
  - The number of the group (W?). Names of team/leaders.
  - Short English text / ECOWEEK 2012 logo download:  
[http://ecowee.netfirms.com/ecowee/files/2012/images/logos/ecowee2012\\_EN.jpg](http://ecowee.netfirms.com/ecowee/files/2012/images/logos/ecowee2012_EN.jpg)

**\*\* ALL ABOVE MATERIALS MUST BE DELIVERED ON THE PRESENTATION DATE. NO MATERIALS WILL BE RECEIVED AFTER FRIDAY NOVEMBER 30.**

We hope you enjoy the workshops...! ☺