



3rd July 2013

**Dear prospective participant,**

**Re: Tropical Sustainable Design Case Studies**

Our tropical city and region have some special buildings and landscapes. A new joint initiative of the Tropical Green Building Network (TGBN) and James Cook University (JCU) is currently recording the importance of some of these projects by documenting 40 key case studies of best practice tropical expertise in the green building field in the Cairns and Far North Queensland region.

We are pleased to invite you and your colleagues to submit projects for the case studies publication. The case studies will be freely available on the JCU website and will provide a valuable resource for:

- Student, public and industry education.
- Promotion of design, consultancy and building services and product suppliers.
- Providing records for benchmarking and progress.

We have enclosed a GUIDE DOCUMENT that provides details about the case studies initiative, including information about what may constitute tropical sustainable design for the purpose of this study. The GUIDE DOCUMENT will assist the completion of the DATA COLLECTION sheet that is also enclosed.

We hope you can complete and return the completed DATA COLLECTION sheets (with photos) by the 30<sup>th</sup> JULY 2013 to the contact details provided below. You can also use these contacts should you need assistance to complete the DATA COLLECTION sheets.

During the later months of 2013, the data will be reviewed and formatted and a draft returned to you for proof reading and approval before final publication. The final case studies will be released for publication in early 2014.

Yours faithfully,

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**Contacts for assistance:**

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**Please submit completed DATA COLLECTION sheets and photos by 30<sup>th</sup> July 2013 to [admin@tgbn.org.au](mailto:admin@tgbn.org.au) or PO Box 952, Edge Hill, QLD, 4870.**