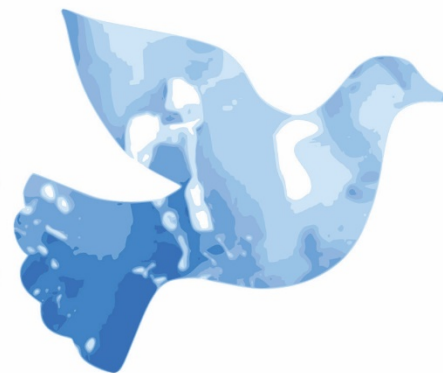


Peace Week

DELAWARE

SEPTEMBER 17–24, 2017



NEIGHBORS JOINING TOGETHER TO BUILD PEACE IN THE FIRST STATE

PEACE WEEK DELAWARE 2017

FINAL REPORT

January 31, 2018

Peace Week Delaware, a project of the Movement for a Culture of Peace, is a week-long series of public events held statewide that nurture and promote a culture of peace, equality, and justice throughout the State of Delaware by celebrating the benefits of peace and motivating and empowering Delawareans to take action to create it.

This report describes the second Peace Week Delaware, held September 17–24, 2017. The organizers and volunteers for PWD thank you for your involvement and support. We are pleased to report that:

Peace Week Delaware 2017 met or exceeded its key goals for engaging Delawareans in building peace.

Goal: 25% increase in attendance

Actual: 125% increase in attendance

Goal: 25% increase in Events

Actual: 51% increase in Events

Goal: 25% increase in Event Sponsors

Actual: 150% increase in Event Sponsors

Goal: 100% increase in Kent & Sussex
County Events

Actual: 150% increase in Kent & Sussex
County Events

Peace Week Delaware 2018 will be held September 15–23 (expanded from eight to nine days), and we invite your participation. For more information or to volunteer, email info@peaceweekdelaware.org.

BACKGROUND

What is a Culture of Peace? A culture of peace is a broad and coordinated community approach to building alternatives to the prevailing culture of violence, based on education, economic opportunity, anti-racism, equal justice, respect for human rights, equality between women and men, respect for LGBTQ rights, democratic participation, the free flow of information, and disarmament of our nations and neighborhoods.

What Is the Movement for a Culture of Peace? The Movement for a Culture of Peace is a non-denominational, non-partisan coalition of individuals and organizations working to build peace. It has organized four peace marches in Wilmington in 2014 to 2017 and has held monthly public forums for three years on achieving peace and addressing the impact of violence. It supports the expansion of the Alternatives to Violence Project and is now working to bring the national Nonviolent Cities Project to Wilmington and greater Delaware. The Movement's objectives for all of its activities are captured in the following:

- **Mission:** Build a Culture of Peace in Wilmington and the State of Delaware
- **Vision:** Make Delaware known for its transformation to a culture of peace
- **Goal:** Create sustainable actions to build a culture of peace

What is Peace Week Delaware? Peace Week Delaware, a project of the Movement for a Culture of Peace, is a week-long series of public events held statewide that nurture and promote a culture of peace, equality and justice throughout the State of Delaware by celebrating the benefits of peace and motivating and empowering Delawareans to take action to create it. Peace Week has two overarching objectives:

1. Provide a forum for communication and cooperation among peace-oriented organizations across Delaware in the development and presentation of Peace Week events. Many of these organizations are small, with limited funding and resources. But because we know they share the same goal of a peaceful Delaware, nation, and world built on social, racial, and economic justice, we believe that the opportunity for effective collaboration is real.
2. Offer a wide range of events and activities to draw in not only people already involved in peace activities, but those also seeking a way to become involved, thus widening the circle of nonviolent action across the state.

The four key elements of the Peace Week Delaware organization are (1) Event Sponsors (2) the Steering Committee (3) Financial and In-Kind Donors, and (4) Delawareans statewide.

What Defines a Peace Week Event? The following criteria helped assure that 2017 events would advance our two objectives. We are grateful to our Event Sponsors for following the criteria cited below in planning and executing their events:

- Have peace, nonviolence, or equal justice as an integral theme or outcome
- Model and build collaboration between peace-oriented organizations and individuals
- Engage with attendees in a way that encourages them to become involved in peace activities*
- Provide attendees with specific ideas about what they can do and whom they can contact*
- Be open and welcoming to anyone who wants to participate
- Be politically non-partisan
- Be accessible to persons with disabilities
- Not allow weapons of any type
- Be free of charge

Event Sponsors were asked to:

- Have the will, energy, and resources for a successful event.
- Distribute a sign-in sheet that captures email addresses for everyone who attends the Event and share a copy of this list with Peace Week Delaware.
- Provide a report shortly after the event to the Peace Week Delaware Steering Committee (description of event, number of participants, challenges encountered, resources used, etc.)

And the following policies were clarified by the Steering Committee:

- Although Peace Week Events were expected to have a Delaware focus, they could include and intersect with national and international peace and justice issues.
- Although all Events are free, Event Sponsors may request voluntary donations from attendees, which would then be shared equally between the Event Sponsor and the Peace Week Steering Committee in support of the larger project.

Event Sponsors honored these expectations and delivered Events that reflected basic principles of inclusion and collaboration. Two criteria (highlighted above with asterisks) were added for 2017 to help move Peace Week Events and attendees from “information” about peace to “actions” to build peace.

PEACE WEEK 2017 OUTCOMES

Peace Week 2017 achieved or exceeded all but one of the goals set for 2017. The information in this section summarizes feedback from formal Event Sponsor Reports, Steering Committee debrief discussions, feedback from Event attendees and one-on-one discussions with Event Sponsors and attendees.

PEACE WEEK 2017 GOAL	PEACE WEEK 2016	PEACE WEEK 2017	EVALUATION
25% increase in attendance	2000 attendees	4500 attendees	Exceeded goal: 125% increase in attendees
25% increase in Events	41 Events	62 Events	Exceeded Goal: 51% increase in Events
25% increase in Event Sponsors	36 Sponsors	60 Sponsors	Exceeded Goal 66% increase in Event Sponsors
100% increase in Kent & Sussex Counties Event	4 Events	10 Events	Exceeded goal: 150% increase in Kent & Sussex Events
Engage part-time Coordinator	n/a	Did not meet because unable to obtain funding for 2017; will consider other options for 2018	Did not meet

PEACE WEEK 2017	PEACE WEEK 2016	PEACE WEEK 2017	EVALUATION
Increase fundraising & promotion; begin both earlier	n/a	Began about a month earlier than in 2017; expanded potential donor contacts and media contact list	Met
Involve local governments more effectively both as donors and Event Sponsors	n/a	Unable to expand contacts with local governments	Did not meet
Strengthen support for Event Sponsors – e.g., single point of contact throughout planning activities	n/a	Single point of contact established for responding to Event Sponsor needs and questions	Met
Recruit specialist volunteers for promotion / media relations, graphic design, etc.	n/a	Specialists recruited for webmaster, graphic design and media relations	Met

Significant among these outcomes are (1) the increase in the number of attendees at this year’s Events (2) the increase in Events in Kent & Sussex Counties and (3) the increase in the number of Event Sponsors.

There are four elements for Peace Week Delaware: (1) Event Sponsors (2) Financial and In-Kind Sponsors (3) the Steering Committee and (4) Delaware general public. Information about these four elements are in the following appendices to this Report:

- Appendix A: Events and Event Sponsors listed by date
- Appendix B: Event Sponsors
- Appendix C: Financial and In-Kind Community Partners
- Appendix D: 2017 Steering Committee
- Appendix E: Steering Committee income and expenses for 2017
- Appendix F: Projected expenses for 2018

Volunteers:

- This year, the Steering Committee was made up of 17 people, both new and returning volunteers. Many of these volunteers were new to peace activities. Volunteers included two employees from the Community Partner Support team at the Delaware Department of Health and Human Services.
- In addition to the Steering Committee, more than 400 volunteer organizers, presenters, and supporters were involved in creating and supporting Peace Week, either as Event Sponsors, Financial Sponsors, In-Kind Sponsors, press contacts, or government contacts.

Print, Radio and Social Media Coverage:

- Delaware-based print and radio media supported Peace Week for a second year.
- At least 11 media outlets provided essential advance coverage for PWD, including the Wilmington News Journal, delawareonline, The Cape Gazette, Delaware State News, WDEL, WHYY Radio – NewsWorks, WHYY TV – First, WITN, www.patheos.com, DelmarvaLife of Kent County and In Wilmington.
- Peace Week was promoted through a coordinated social media program on Facebook, including limited paid Facebook advertising.

Fundraising:

- The Steering Committee raised \$6,568 in 2017 to support its state-wide promotion of PWD.
- Available funds also included a surplus of \$2,090 carried over from PWD 2016.
- This funding covered expenses for programs, yard signs, flyers, posters, postcards, stickers, and other promotional activities and materials.
- An account of funds raised and expenses for PWD 2017 is found in Appendix E. Projected expenses for 2018 are detailed in Appendix F.

PLANNING FOR PWD 2018

Gathering Feedback:

Seventy-five percent of this year's 60 Event Sponsors responded to an online survey requesting detailed feedback on their experience with PWD and the Steering Committee. In addition, new in 2017, attendees at each Event were given feedback cards to report briefly on their experience. Completed cards were made available to both Event Sponsors and to the Steering Committee and have provided valuable information to both. The Steering Committee appreciates the time taken to provide this valuable feedback. The Steering Committee conducted two 2-hour evaluation meetings in November 2017.

What worked well and will be carried into 2018:

- A week-long, state-wide series of events aimed at energizing Delawareans to build a culture of peace across our state
- A professional quality website at a dedicated domain, regularly maintained by a dedicated webmaster: www.peaceweekdelaware.org
- An effective and recognizable name and logo that communicates the purpose of PWD
- Trademarking of that name and logo in the State of Delaware through pro bono legal assistance
- Kick-off planning through the Movement for a Culture of Peace
- Event Criteria described above, including two important new criteria added in 2017
- PWD structure of central planning and promotion by the Steering Committee with events planned, funded, promoted and executed by individual Event Sponsors
- We continue to refine our role as a Steering Committee as
 - Establishing responsibilities for various elements of PWD

- Providing effective planning and decision-making for PWD overall for elements such as the PWD Calendar and Event Criteria
- Establishing effective two-way communication with Event Sponsors
- Fundraising to support state-wide promotion
- Strengthening PWD's profile with print and radio media
- Establishing an important roadmap for PWD in future years, including archiving of documents, photos and contacts
- Collaborating with Pacem in Terris which serves as our fiscal agent; we are grateful for their continuing support and cooperation
- St. Stephen's Lutheran Church provided a conference room for our PWD 2017 Steering Committee. The church is generously offering this same room as a permanent headquarters for PWD operations in the future, providing the Steering Committee with both storage and meeting space.
- Continue to use UN-designated International Peace Day – September 21 – as the anchor for our calendar.

What we plan new for 2018:

- Expand Peace Week 2018 to a nine-day time span: September 15 – 23, 2018, will include two full weekends to accommodate the increasing number of events.
- Take two important steps to address challenges created by this timing:
 - Continue to work collaboratively with the Delaware Jewish community to respect their holy days in September. This community has been very supportive of Peace Week.
 - Empower a new volunteer, already recruited, who is an individual with deep knowledge of Delaware schools, to begin in the spring of 2018 to reach out to those schools to plan in-school peace events for Peace Week 2018. For example, we hope to coordinate with K-12, to encourage participation in Peace Week.
- Continue to work with Event Sponsors to develop events that inspire and motivate to action and/or meet authentic needs of our community. Encourage Event Sponsors to collaborate among themselves to plan and execute more ambitious events.
- Help Event Sponsors plan events that will attract the “person on the street” and plan outdoor events in a host of neighborhoods. We need to provide opportunities for civil dialog and community building. Our efforts must cross racial, economic, religious and geographical lines.
- Strengthen focus of Events on actions that attendees can take to build peace begun this year. Look for opportunities to provide transportation for youth from neighborhood community centers to Event locations.
- Seek a sponsoring organization to fund a well-known speaker for International Peace Day.
- Look for opportunities to provide transportation for youth from neighborhood community centers to Event locations.
- Double the number of active members on the Steering Committee. Clearly establish responsibilities and find individuals who will be committed to meeting these responsibilities within a deadline-driven time frame.
- Establish a subcommittee structure with less frequent larger meetings. Spreading the tasks among

more individuals is essential to prevent burnout. Continue to recruit specialist volunteers with specific expertise in promotion/media relations, graphic design, etc.

- With an increasing number of events, we need to redesign some aspects of our website and program so that potential attendees can easily find events in their immediate geographical areas; advertising may also need to be targeted to highlight events by geographical areas.
- Strengthen the existing Peace Week committee in Sussex County and establish a similar coalition in Kent County that function within Steering Committee guidelines to assure continuity of mission. The current Lewes-Rehoboth Peace Week Coalition has been very successful and we hope to work with them to broaden their efforts across Sussex County.
- Engage local government officials to buy in to our mission and promote peace week to their constituents.
- Encourage community-building picnics, barbecues and other meals as breaking bread together is a great way to promote communication.
- Make greater use of broadcast, print, and social media.
- Provide help to Event Sponsors in promoting their events.

CONCLUSION

The Movement for a Culture of Peace saw inaugural Peace Week Delaware 2016 as an experiment with great potential that revealed a great need to knit together Delaware's peace and justice community into a single state-wide project. The results of Peace Week Delaware 2017 reinforce this need—and the significant increase in attendance at PWD events shows that the public is hungry for ways to bring about a culture of peace in our communities.

In every measure that matters – number of events, sponsors, attendees and volunteers, fundraising, relationships established, visibility achieved – both PWD 2016 and PWD 2017 exceeded expectations. This success makes PWD 2018 a greater challenge. The job now is to sustain momentum and achieve even more in 2018. We are committed to providing improved support for our Event Sponsors so that, through them, we can maintain a diverse offering of quality events. We look forward to your continued participation and working with you to reach even more Delawareans with a message of hope for peace, community-building and motivation to nonviolent action.

On behalf of the Peace Week Delaware 2017 Steering Committee,

Jeffrey Lott

Chairperson

jeffrey.lott@me.com

**APPENDIX A
PWD 2017 EVENTS BY DATE**

9/16/17	Chana Rothman Concert	Congregation Beth Emeth
9/16/17	Lewes March/Rally for Peace	Lewes/Rehoboth Peace Week Coalition
9/17/17	Youth Visionary Peace Art Exhibition	Pacem in Terris
9/17/17	Breaking Bread Together	Episcopal Church of Saints Andrew and Matthew
9/17/17	A Tribute to our Young Volunteers: Inspiring the Next Generation of Service	Episcopal Church of Saints Andrew and Matthew
9/17/17	Alternatives to Violence Booth at Newark Community Day	Alternatives to Violence Project
9/17/17	Display at the Lewes Public Library	Lewes Public Library
9/17/17	Peace Week Worship Service	Unitarian Universalist Church of Southern Delaware
9/17/17	It Takes a Village: Cathedral Choir School of Delaware Concert	Churches of New Castle: Hope Lutheran Church, Immanuel on the Green Episcopal Church, New Castle Presbyterian Church, New Castle United Methodist Church. St. Peter the Apostle Roman Catholic Church
9/18/17	What is Alternatives to Violence Project?	The Alternative to Violence Project
9/18/17	Pizza with the Wilmington Police	Woodlawn Library
9/18/17	Building Safer Communities in Delaware	Delaware Coalition Against Gun Violence
9/18/17	Peace Building in West Asia	Social Justice Committee of UU Fellowship of Newark
9/18/17	“Be the Change You Wish to See in The World: Peace through Understanding.”	People to People: Delaware
9/18/17	Live Streaming of Safer Communities in Delaware at the Delaware Contemporary	U of D Star Health
9/18/17	Star Health Tours	U of D Star Health
9/18/17	Peace Film	Unitarian Universalist Church of Southern Delaware
9/18/17	Advance Care Planning Workshop	Delaware Academy of Medicine and Delaware Hospice, Inc.
9/19/17	Know Your Neighbor: An Interfaith Conversation	Christ Episcopal Church
9/19/17	100 Years of Peace and Justice: Humanitarian Rights for All	Pacem in Terris
9/19/17	Peace and Yoga Story Time	Woodlawn Library

9/19/17	Peace Jubilee!	Kirkwood Library
9/19/17	Interfaith Veterans' Workgroup Movie	Interfaith Veteran's Workgroup
9/19/17	How Can You Make a Difference For Women Locally and Globally? Women's Issues in Delaware	Dining for Women Wilmington-1 Chapter and Delaware Fund for Women
9/19/17	Getting your Feet Wet in Social Justice Work	Metropolitan Community Church
9/20/17	Rumi: Poems of Peace, Love, and Harmony	Unitarian Universalist Fellowship of Newark and American Turkish Friendship Association
9/20/17	Meditation 101	Woodlawn Library
9/20/17	Providing Emergency Assistance for Refugees	Silverside Church
9/20/17	Community Walkabout and BBQ	S.U.N. Safer United Neighborhoods/Praying Ground Community Church
9/20/17	"I Am Not a Racist"—Confronting Race, Racism, and White Supremacy	Coalition to Dismantle the New Jim Crow & First Unitarian Church
9/20/17	Prayer Walk: Building a Labyrinth	Zion Lutheran Church
9/20/17	Understanding Immigration in Kent County	La Caminante
9/20/17	YWCA Open House and Community Conversation on Promoting Peace in West Center City	YWCA] Home Life Management Center
9/21/17	Growing Healthy Families - Westside Family Healthcare	Westside Family Healthcare
9/21/17	Delawareans Working for Equal Justice in Occupied Palestine	Pacem in Terris Palestine-Israel Human Rights Initiative and Westminster Presbyterian Church,
9/21/17	JAVA Peace Radio Show	WVUD Radio
9/21/17	Resilience in the Face of Trauma, A Mindfulness Approach	U of D Star Health
9/21/17	Wilmington Peacekeepers Community Barbecue	Wilmington Peacekeepers Association
9/21/17	Building a Sustainable Peace	Wilmington Jaycees
9/22/17	Demystifying Arab Culture	Wesley United Methodist Church, The Presbyterian Church of Dover, and Delaware State University
9/22/17	The Real School Safety Problem: Second Day Rosh Hashanah Brunch	Congregation Beth Emeth
9/22/17	Fall Equinox Labyrinth Walk	Delaware Art Museum

9/22/17	Coffee for Peace featuring Delaware Poet Laureates "The Twin Poets"	St. Stephen's Lutheran Church
9/22/17	"Choice Road" Violence Prevention Program featuring performance by "El Rod".	Christiana Care Health System, Trauma Program
9/22/17	Art as Prevention	Academy for Peace
9/22/17	Visit Friday Prayers at the Wilmington Muslim Center	Muslim Center of Wilmington
9/23/17	Fourth Annual March for a Culture of Peace	Movement for a Culture of Peace
9/23/17	A Day of Peace: Community Rally & Resource Fair	302 Guns Down
9/23/17	Peace Building Traditions	Kirkwood Library
9/23/17	How to Keep Your Child Safe	Nemours/Alfred I. duPont Hospital for Children
9/23/17	Songs in the Key of Peace	Wilmington Library
9/23/17	Service for Others Day	Lutheran Community Services
9/23/17	Collaboration for Change: Kenya	People to People: Delaware and Water is Life: Kenya
9/24/17	Open House at Five Outreach Programs	Kent Ecumenical Ministerium
9/24/17	Out of the Ashes	Episcopal Church of Saints Andrew and Matthew
9/24/17	Pathways to Peace: Broadening Our Understanding of American Muslims	Resurrection Roman Catholic Parish
9/24/17	Interfaith Conversations	9th Ward Interfaith Coalition/Hanover Presbyterian Church
9/24/17	Peace Train: Next Stop-HOUSING	HerStory Ensemble

APPENDIX B
PWD 2017 EVENT SPONSORS

302 Guns Down
9th Ward Interfaith Coalition
Academy for Peace
Alternatives to Violence Project
American Turkish Friendship Association
Christ Episcopal Church
Christiana Care Health System, Trauma Program
Churches of New Castle: Hope Lutheran Church, Immanuel on the Green Episcopal Church, New Castle Presbyterian Church, New Castle United Methodist Church. St. Peter the Apostle Roman Catholic Church
Coalition to Dismantle the New Jim Crow
Congregation Beth Emeth
Delaware Hospice, Inc.
Delaware Academy of Medicine
Delaware Art Museum
Delaware Coalition Against Gun Violence
Delaware Fund for Women
Delaware State University
Dining for Women, Wilmington-1 Chapter
Episcopal Church of Saints Andrew and Matthew
First Unitarian Church of Wilmington
Hanover Presbyterian Church
HerStory Ensemble
Interfaith Veterans' Workgroup
Kent Ecumenical Ministerium
Kirkwood Library*
La Caminante
Lewes Public Library*
Lewes/Rehoboth Peace Week Coalition
Lutheran Community Services
Metropolitan Community Church

Movement for a Culture of Peace
Muslim Center of Wilmington
Nemours Health System
Pacem in Terris
Palestine-Israel Human Rights Initiative
People to People: Delaware
Praying Ground Community Church
Presbyterian Church of Dover
Resurrection Roman Catholic Parish
S.U.N. Safer United Neighborhoods
Silverside Church
St. Stephen's Lutheran Church
Unitarian Universalist Fellowship of Newark Social Justice Committee
Unitarian Universalists of Southern Delaware
University of Delaware Star Health
Water is Life: Kenya
Wesley United Methodist Church
Westminster Presbyterian Church,
Westside Family Healthcare
Wilmington Jaycees
Wilmington Public Library*
Wilmington Peacekeepers Association
Woodlawn Library*
WVUD Radio
YWCA Home Life Management Center
Zion Lutheran Church
* A total of 11 public libraries mounted Peace Week displays, including those in Bear, Claymont, Frankford, Georgetown, New Castle, Newark, and South Coastal. The starred libraries organized Peace Week Events.

APPENDIX C
PWD 2017 FINANCIAL AND IN-KIND COMMUNITY PARTNERS

Organizations and Businesses

Ainsley's Pharmacy "Nickels for the Neighborhood"
Community Partner Support Group (DHSS)
Delaware Division of Human Relations*
Delaware Humanities Forum*
Rex Donnelly Esq.– RatnerPrestia
Holly Feldmann Graphic Design
First Unitarian Church of Wilmington
Kinney Family Foundation*
McClafferty Printing Co.
Movement for the Culture of Peace
Pacem in Terris
Ron Eastburn's Flower Shop*
June J. and Russell Peterson Fund for Social Justice
Signarama Rehoboth*
St. Francis Healthcare (Mercy Health)
St. Stephen's Lutheran Church
The Planning Factory International
Trinity Episcopal Parish
Wilmington City Council
Wilmington Friends School

*Supported specific event(s)

Individuals

Carol Boncelet
Judith Calhoun (in honor of Sally Milbury-Steen)
Diane-Louise Casson
André & Susan Dagenais
Julia Diebold
Moirá Donoghue
R. Bruce Eberly
Stephen Geist & Kimberly Tull
George Higgins
Jeffrey Lott
Jeanne Swartz

APPENDIX D
PEACE WEEK DELAWARE 2017 STEERING COMMITTEE

Brian Aiken
Sherri Akil
D-L Casson
Rev. Jason Churchill
André Dagenais
Julia Diebold
Moirá Donoghue
Bruce Eberly
Medard Gabel

George Higgins
Jeffrey Lott
Michael Parson
Rev. Daniel Swanson
Jeanne Swartz
Michele Tashman
Kimberly Tull
Susan Wilson

APPENDIX E
PWD 2017 STEERING COMMITTEE INCOME AND EXPENSES

2017 INCOME (Grants and Donations)	
Ainsley's Pharmacy "Nickels for the Neighborhood"	\$2,175
Wilmington City Council	500
June J. & Russell Peterson Fund for Social Justice	1,500
Planning Factory International	300
St. Francis Healthcare	1,000
Trinity Episcopal Parish	95
Wilmington Friends School	500
Shared Donations from Events	168
Individual Contributions	330
TOTAL GRANTS AND DONATIONS	6,568
Carryover from PWD 2016	2,090
TOTAL FUNDS AVAILABLE	\$8,658

2017 EXPENSES	
Printing	\$3,319
Yard Signs	1,018
Photocopying	163
Vinyl Banner	65
Paper and Supplies	169
Web Hosting & Software Lic.	309
Volunteer Thank-you Celebration	112
Misc.	36
TOTAL EXPENSES	5,191
SURPLUS TO BE APPLIED TO PWD 2018	\$3,467

APPENDIX F

PROJECTED EXPENSES FOR PWD 2018

For 2018, PWD will continue its prior funding approach, i.e., the Steering Committee will raise funds for statewide promotion of PWD. Event Sponsors will use their own funds (in combination with funds they raise specifically for PWD) for their Events. Estimated expenses for 2018 have been increased to provide for a substantial expansion of promotional activities by the Steering Committee. The Steering Committee will approve the final budget in Spring 2018.

PWD 2018 PROJECTED EXPENSES	Est. 1-31-18
Printing	\$5650
Advertising (including Social Media)	1500
Yard Signs	1000
Photocopying	300
Vinyl Banners	200
Paper and Supplies	200
Web Hosting & Software Lic.	250
Donation to St. Stephen's Lutheran*	500
Volunteer Thank-you Celebration	200
Misc.	200
TOTAL	\$10,000

*Air Conditioner for PWD Conference Room