



Presentation / Resource Day Request Form

To request a Division of Developmental Disabilities (DDD) Presentation or Resource Day, submit this form to DDD.TransitionHelpdesk@dhs.nj.gov and include **Presentation Request** in the subject line.

Requestor Information

Contact First Name: _____ Last Name: _____ Today's Date: _____

Work Phone: _____ Mobile Phone: _____ Email: _____

Organization / School: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

This request is for (select one or both):

Presentation

Presentations are usually one to two hours long, with time included for questions. Presentations can be conducted in-person or through a personalized webinar.

Resource Day

DDD will work with schools to organize a transition-related Resource Day, which can be scheduled during or after school hours and conducted virtually or in person. During a Resource Day, schools will schedule 15- to 20-minute time slots for school personnel, students and/or family members to meet one-to-one with DDD staff to ask questions and seek guidance.

Please complete applicable section(s) below.

Presentation Request

First-Choice Presentation Date: _____ Second-Choice Presentation Date: _____

Presentation Address (if different from above): _____

Requested Venue: Webinar In-Person Format: Individual Presentation Panel Presentation

Start Time: _____ Length: _____ Expected Number of Attendees: _____

Requested Language (if other than English): _____

Do you wish to request a specific DDD presenter? If YES, Presenter Name: _____

Requested Presentation (select one):

Navigating the DDD System

Getting to the Why

Navigating the Maze: First-Hand Experience of a Person with a Disability

DDD Services: Daily Programming and Support

RECIPES for a Meaningful Life

Employment

Other: (enter topic below): _____

Resource Day Request

First-Choice Resource Day Date: _____ Second-Choice Resource Day Date: _____

For a Resource Day request, DDD staff will contact you to discuss details.