



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: _____ Zipcode: _____ 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 or employment 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: _____
 Have you already had or requested the Navigating DDD service system presentation yet? Yes No
 Do you wish to request a specific DDD presenter? If YES, Presenter Name: _____

Requested Presentation:

Audience Type(s): Individuals/Students Families Professionals

Please select all other presentations of interest to be schedule at a later time:

- | | | |
|--|---|--------------------------------|
| Navigating the DDD Service System | English & Spanish version of Navigating DDD | DDD in a snapshot (30 minutes) |
| Getting to the Why: Utilizing the Charting the Life Course Tools to Support Employment | | Employment |
| Preparing For A Brighter Future: First-Hand Experience of a Person with a Disability | | Self Determination |
| DDD Services: Daily Programming and Support | | Other |

Resource Day Request

Type of Resource Day Requested: Transition Resource Day Employment Resource Day Both
 First-Choice Resource Day Date: _____ Second-Choice Resource Day Date: _____

DDD staff will contact you to discuss the details of your request.