**Section 360.130 Scheduling and Notice of Informal Investigative Conference**

a) When the Department is unable to resolve a dispute upon review of the information submitted by the parties, the Department may schedule an informal investigative conference before a Hearing Officer. The Department conducts conferences to obtain further information; to determine if there is a violation of the Act; and to attempt to resolve the matter equitably.

b) A written notice of conference shall be sent to the parties not less than 10 days prior to the date of the conference.