**Section 1285.220 Informal Conferences**

a) An informal conference is the procedure established by the Division to resolve complaints, licensing issues, or conflicts prior to initiating any action requiring a formal hearing. Informal conferences are for the purposes of compliance review, fact finding, and discussion of the issues.

b) Notice of an informal conference shall be sent to the respondent not less than 10 days before the conference is scheduled. The notice shall include a brief statement of the alleged violations.

c) Informal conferences shall be conducted by a Division attorney and shall include a member of the Disciplinary Board or his or her designee.

d) The respondent may bring an attorney or other representative to the informal conference.

e) The respondent shall have an opportunity at the informal conference to make an oral statement and to present any documents that might be relevant to the matter.

f) Results of Informal Conference. The informal conference shall result in one or more of the following recommendations being made to the Board:

1) The case be closed.

2) The case be investigated further.

3) A consent order be entered.

4) The matter be referred for a formal hearing.

(Source: Amended at 29 Ill. Reg. 18823, effective November 4, 2005)