**Section 320.660 Telephone Hearings**

a) Written requests to participate in an informal investigative hearing by telephone must be received by the Department’s Chicago office no later than seven calendar days prior to the hearing date. The request shall be in writing and state a compelling reason why the party needs to participate by telephone and the name, address and telephone number of the person to be contacted.

b) A party shall not consider its request granted unless the party receives written notice of the Department’s approval prior to the hearing date.