**Section 100.80 Conferences in Adjudicatory Proceedings**

a) Purpose of Conferences

Upon written notice by the Department of the Board in any proceeding, parties or their attorneys may be directed to appear at a specified date, time and place for a conference, prior to the date set for any hearing in the particular proceeding, or, without notice on the date and at the place set for such hearing and prior to the commencement thereof or during the course of such hearing, for the purpose of formulating issues and considering:

1) the simplification of issues;

2) the necessity or desirability of amending the pleadings for the purpose of clarification, amplification, or limitation with respect to matters alleged in any pleading;

3) the possibility of making admissions or stipulations of fact to the end of avoiding the unnecessary introduction of evidence at the hearing;

4) the procedure at the hearing consistent with these Rules of Procedure;

5) the limitation of the number of witnesses;

6) the propriety of prior mutual exchange between or among parties or prepared testimony or exhibits; and

7) such other matters as may aid in the simplification of the evidence and disposition of the proceeding.

b) Record of Conference

Action taken at any conference pursuant to (a) above shall be recorded in an appropriate ruling by the Board unless the parties file a written stipulation as to such matters or agree to a statement thereof made on the record.