Dear

Thank you so much for selecting me as your arbitrator. I look forward to assisting you with resolving your dispute. As you know we have scheduled a one-hour Pre-Hearing Conference call for \_\_\_\_\_\_. The call-in number is \_\_\_\_\_\_:

In order to facilitate our call, I ask that counsel speak with their respective clients and then meet and confer. To the extent possible, please reach agreement on the enumerated items. Please refer to Rule 5.4 of the AHLA Rules of Procedure for Commercial Arbitration for further clarification.

Specifically, please, if possible, agree on

1. the desired deadlines and scope of discovery;
2. reserved dates for any anticipated motions;
3. the date, time, place, and length of the hearing;
4. consistent with Rule 6.1, the exchange of information regarding witnesses, including experts if applicable, and exhibits and the agreed manner for the presentation of stipulated exhibits at hearing;
5. the treatment of confidential information and documents;
6. the scope and form of the Final Award;
7. whether or not the parties intend to order a written transcript of the hearing;
8. any other matters relevant to this proceeding.

While encouraged to agree if possible, should the parties be unable to reach agreement, the undersigned will rule on issues relating to the above matters following the Pre-Hearing Conference where the parties may present their respective positions.

Once again, I look forward to meeting you on \_\_\_\_\_ and to helping you to resolve your dispute.

Sincerely,