

# 42.503-1 Postaward conference arrangements.

(a) The *contracting officer* who decides that a conference is needed is responsible for-

(1) Establishing the time and place of the conference;

(2) Preparing the agenda, when necessary;

(3) Notifying appropriate Government representatives (*e.g., contracting/contract administration office*) and the contractor;

(4) Designating or acting as the chairperson;

(5) Conducting a preliminary meeting of Government personnel; and

(6) Preparing a summary report of the conference.

(b) When the *contracting office* initiates a conference, the arrangements *may* be made by that office or, at its request, by the *contract administration office*.

**Parent topic:** [42.503 Postaward conferences.](#)