Conference Closing Requirements

The following required action items must be completed beginning 30 days from the end date of your conference, but no later than 6 months from the end date of your conference. Please complete all action items and submit documentation to kartik.patel@ieee.org and n.allen@ieee.org.

PLEASE DO NOT SEND ANY FUNDS BEFORE SUBMITTING THE FINAL REPORT and RECEIVING AN INVOICE.

☐ Submit the Conference Proceedings to the IEEE Conference Publication Program within 30 days from the end date of the conference. Details on preparing the proceedings can be found in the LoA.

☐ Repay IEEE advance loans – if applicable
  o Repay within 30 days from the end date of the conference
  o Funds can be sent via check* or wire transfer**.
  o You must include the conference acronym and year on all correspondence.

☐ Submit the Final Financial Report – to each sponsor as applicable
  o Please wait to receive an invoice from the assigned analyst verifying the amount of the surplus.

☐ Submit a 1099 and/or 1042 schedule (attached)
  o 1099 and 1042 - Required if payments were made to an U.S. independent contractor and/or individual, who received payment(s) for services rendered in the calendar year.
  o 1042 - Required if payments were made to a non-U.S. independent contractor and/or individual, who received payment(s) for services rendered in the calendar year:
    ▪ Receipt of payment(s) to any individual, please enter the recipient’s name, address, and Social Security number (S.S. number U.S. applicable only).
      ▪ Services include parts and materials, awards, honorarium, and prizes.
      ▪ Reimbursements to committee member(s) for out-of-pocket expenses do not require a 1099/1042.
Conference Closing Requirements

- Certificate of Accuracy (COA)
  - The General Chair and Finance Chair (Treasurer) must sign the COA.

- Remit the surplus (to all sponsoring entities)
  - Funds can be sent via check* or wire transfer**.
  - You must include the conference acronym and year on all correspondence.
  - If used an IEEE Concentration Banking account, send a request to Kartik.Patel@ieee.org to request the funds to be transferred along with the completed CB Destroy Check Form.

- Close AND submit proof that the conference’s bank account has been closed
  - If used a private bank account – please provide a bank statement indicating a zero balance.
  - If used a university account – please provide official (letterhead) document from the university stating that the funds are zeroed out and no further transactions remain.
  - If used an IEEE Concentration Account – please provide a Destroy Check Letter.

- Audit of Financial Records (if applicable):
  - A financial audit is required if the conference receipts or expenses equal or exceed $250,000 USD and IEEE’s sponsorship of the conference is greater than 50%. The IEEE Operations Audit Department or an independent outside accounting firm may complete the ‘agreed upon procedures’ audit of the conference’s financial statements.
    - Please maintain registration records, receipts, bank statements, and any financial reports for at least three (3) years.
    - If an outside auditor is used, please submit the final audit report to Kartik.Patel@ieee.org and copy the meeting planner. If use IEEE auditors, please submit all receipts/invoices to Kartik.Patel@ieee.org. If sending copies via postal mail, please mail all copies of all receipts/invoices to IEEE Operations Center, Conference Finance Department, 445 Hoes Lane, Piscataway, NJ 08854-4141, USA.

* TO SUBMIT FEES BY CHECK:
  - Please make the check payable to IEEE
  - You must include the conference acronym and year on the memo line of the check
  - Please submit check to:

Attn: Kartik Patel
Conference Finance
445 Hoes Lane
Piscataway, NJ 08854

Check Memo: (You must include the conference acronym and year.)
** TO SUBMIT FEES BY WIRE TRANSFER contact Kartik Patel - kartik.patel@ieee.org