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
  - Repay within **30 days** from the end date of the conference
  - Funds can be sent via check* or wire transfer**
  - You must include the conference acronym and year on all correspondence.

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

- Submit a 1099 and/or 1042 schedule (attached)
  - 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.
  - 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:**

Account name: IEEE  
Bank name: Wells Fargo Bank  
Address: 123 South Broad Street  
Philadelphia, PA 19109  
Routing No.: 121000248  
Account No.: 2011306738416  
SWIFT code: WFIUS6S  
Reference: (You must include the conference acronym and year.)