

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.
- Submit the the following reports to n.allen@ieee.org within **30 days** from the end date of the conference.
 - o No Show Report
 - o Hotel Pickup Report
 - o F&B and A/V invoices related to administrative meetings
- 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.

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- ❑ 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.)

Conference Closing Requirements

- Reimbursements to committee member(s) for out-of-pocket expenses do not require a 1099/1042.

**** TO SUBMIT FEES BY WIRE TRANSFER contact Kartik Patel – kartik.patel@ieee.org**

Descriptive text will flow into this box

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