

IEEE PRE-CONFERENCE ITEMS

1) BANKING INFORMATION

In terms of financial management, it is important to find a bank account that is the best suited for your conference's needs. Please review the link below for compliant forms of conference banking to determine the option that's the best fit.

[Planning Basics](#) | [Finance & Contracts](#) | [Choosing the Right Bank Account](#)

If you intend to use the IEEE Concentration Banking Program to manage the finances for your event, please complete the attached Concentration Banking Application and return it to me for review. Please respond to the questions using the dropdown fields in the shaded blue area. Anything you are unsure of can be left blank. I will need the contact information of at least two individuals. Each signer is eligible to request a credit card for the account. Please review the attached user guide for the IEEE Payment Manager application. If this will satisfy the need for a physical checkbook, please refrain from checking off the checkbook request.

***The above information applies to USD CB account. If opening an account in CAD, please contact your analyst.*

2) BUDGET

Please submit your budget via the IEEE Financial Report form (link below) or email a copy to my attention (Spreadsheets preferred).

[IEEE Financial Report](#)

3) CONTRACTS

The IEEE Financial Operations Manual (FOM) stipulates that any payment(s) to a third party that exceed an aggregate value of \$5,000 USD should have a supporting contract. All contracts must be submitted for review/approval **PRIOR** to signature and have a Purchase Order (PO) generated **PRIOR** to payment. A PO is required for most transactions valued at \$1,000.00 USD or greater.

Your Transaction		IEEE Guidelines			
Purchase value?	High risk?*	Contract required	Legal review Required	Purchase Order (PO) required	MCE engagement required
Under US\$1000	No	Recommended	No	No	No
US\$1000 to US\$5000	No	Recommended	No	Yes	Yes
US\$5001 to US\$25000	No	Yes	No	Yes	Yes
Over US\$25000	No	Yes	Yes	Yes	Yes
Any value	Yes	Yes	Yes	Yes	Yes

New contracts can be submitted for review through the NextGen Contracts portal. If you do not have access, or you are not sure if you do, please email conference-contracts@ieee.org and they will assist you. The Conference Contracts team can also help with any contracts-related questions you may have.

Please note, the Legal & Compliance department must review:

- (i) all agreements on non-IEEE paper,
- (ii) all agreements over \$25,000.00; and
- (iii) all agreements that are less than \$25,000.00, but are "high risk", i.e: related to data privacy, potential personal injury, government-affiliated entities, working with minors, burdensome contract terms (e.g., relating to financial exposure or obligations, indemnification, etc.), chartered transportation, or realty.

Please see the [Conference Contracts Quick Reference Guide](#) as well as a [NextGen Contract Request Guide](#) for more information on the process. If you have any contract-related questions, please feel free to reach out to the team via email at conference-contracts@ieee.org.

4) 1099/1042 SCHEDULE

Payments to individuals (excluding reimbursements) must be reported on the 1099/1042 sheet by the end of the calendaryear in which the individual was paid. Examples of applicable payments include awards, grants, honoraria, commissions, or prizes.

To track these payments most efficiently, it is best to fill in the schedule as payments are issued. Tax forms should be requested from individuals and submitted to IEEE in addition to the schedule. The completed form should be submitted before the end of the fiscal year. Payments made to US Citizens are reported on the 1099 sheet and payments to non-US Citizens on the 1042.

You can download the referenced documents at the links below:

[1099-1042-forms.xlsx](#) [W8 \(Non-US Citizen\)](#) [W9 \(US Citizen\)](#)

5) REGISTRATION

Please ensure that your registration provider can comply with all the requirements below prior to committing to servicing this event.

- Produce a full registration report displaying:
 - attendee name, location, and institution affiliation
 - product purchased (member/non-member, event registration, tutorial workshop, etc.)
 - date of payment,
 - amount of payment, and
 - any fees paid.
- The same should be done for sponsors and exhibitors. This report must be downloadable in an Excel format.
- Produce invoices for sponsors and exhibitors. If the provider cannot do this, organizers are expected to maintain sponsor/exhibitor invoices.
- Collect funds and deposit them into an approved conference bank account.
- Collect funds in the currency in which registration is being charged.
- Collect funds and record receipt of funds separately from those of other events. Therefore, the bookkeeping for events should be independent.
- Add all offline registration payments and transactions into the registration report to record wire transfers, check payments, cash payments, etc. in addition to credit card payments.

6) AUDIT

IEEE policy 10.1.10 states that conferences exceeding a total revenue or expense amount of \$250,000 USD and an IEEE financial sponsorship greater than 50% are required to have an audit performed. The conference has the option to either use the services of IEEE Internal Audit or enlist the services of an Independent Auditor.

For more information regarding the conference audit is provided at the following link: [Auditing Conferences](#)

7) TAX COMPLIANCE

If your conference is taking place in a country other than the US, please review the following information regarding VAT/GST/JCT to see if indirect tax filing is relevant to your event and to find out what your options are for handling them.

[VAT & Indirect Taxes for non-US Located Conferences](#)

Visit the IEEE MCE website for training videos and resources. Courses are also accessible at the IEEE Center for Leadership Excellence (CLE).

[IEEE MCE | Planning Basics | Finance & Contracts](#)
[Center for Leadership Excellence - Conference Treasurer eLearning Track](#)