

Registration Provider Requirements

In order to provide a compliant Registration Platform for IEEE financially sponsored conferences, please ensure that your registration provider can comply with the following requirements.

Registration providers must be able to:

- Produce a full registration report displaying attendee name, 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 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 to an approved conference bank account.
- Collect funds in the currency that registration is being charged in.
- Collect funds and record receipt of funds separate 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.