



**Please read all instructions carefully before conducting your transfer.**

Sender must pay all appropriate wire transfer charges in addition to the registration fee. Check your registration to see if the conference is charging an additional fee for wire transfers, and if so, add this fee to your registration. Also check with your Financial Institution to **ensure all bank fees are covered in your TOTAL Wire Transfer Dollar Amount**. The registrant is responsible for any and all differences in what is actually received by IEEE in order to avoid an outstanding balance.

**IEEE Bank Information**

**Bank Name:** Bank of America  
**Bank Address:** Boston Massachusetts USA  
**Bank Account Name:** IEEE Travel Services Acct  
**Bank Account Number:** 845 900 1469  
**Bank ABA (Routing) Number:** 026009593  
**Swift Address:** BOFAUS3N

To ensure proper credit to your registration, you **must specify** in the wire transfer "TRANSACTION DESCRIPTION" area the **conference name and the attendee's name**.

**Upon completion of the transfer**, fax (1-732-465-6447) or email ([b.lynn@ieee.org](mailto:b.lynn@ieee.org)) a copy of the transfer RECEIPT as soon as the transaction is complete, so that we will have a record of the transaction. It could take up to 4 weeks for IEEE Conference Management Services to see your transaction in our account.

**These instructions must be followed in order for IEEE Conference Management Services to accurately apply payment to your registration.**

**Questions or Concerns? Contact:**  
Becky Lynn, IEEE CMS  
Registration Coordinator  
Phone: 1-732-562-6368  
Fax: 1-732-465-6447  
[b.lynn@ieee.org](mailto:b.lynn@ieee.org)