

Academic Conference Closeout Checklist

Financial Closeout

- ☐ Finalize all expense reports
- ☐ Submit final invoices to accounting
- ☐ Reconcile budget and expenditures

Administrative Tasks

- ☐ Compile attendance records
- ☐ Send thank-you emails to speakers and sponsors
- ☐ Organize feedback from participants

Venue & Logistics

- ☐ Confirm venue cleanup and equipment return
- ☐ Settle outstanding payments with vendors
- ☐ Collect signage and materials

Reporting & Follow-Up

- ☐ Prepare and distribute post-conference report
- ☐ Archive key documents and photos
- ☐ Schedule debrief meeting with organizing team