
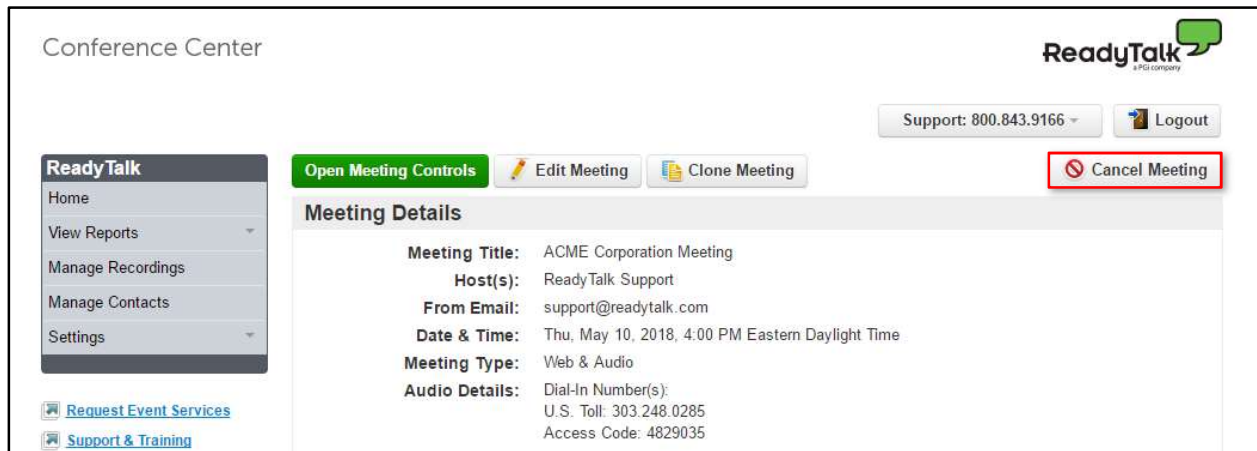




# Cancel Meetings

1. Go to [www.readytalk.com/host](http://www.readytalk.com/host) and log in as the **Chairperson**.
2. Once logged into your **Conference Center**, click on the title of the meeting you want to cancel.
3. Click the  **Cancel Meeting** button near the top-right corner of the screen.
4. You will be prompted with a message asking if you are sure you wish to cancel. Click **OK** and in the next steps, you will have the option to send cancellation emails.

**Note:** If you accidentally cancel a meeting, it can be restored. Contact ReadyTalk's Customer Support Team by navigating here [www.readytalk.com/host](http://www.readytalk.com/host).



The screenshot displays the ReadyTalk Conference Center interface. On the left is a navigation menu with options: Home, View Reports, Manage Recordings, Manage Contacts, and Settings. Below the menu are links for Request Event Services and Support & Training. The main content area shows meeting controls: Open Meeting Controls (highlighted in green), Edit Meeting, and Clone Meeting. A red-bordered button labeled 'Cancel Meeting' is visible. Below the controls is the Meeting Details section, which includes the following information:

- Meeting Title:** ACME Corporation Meeting
- Host(s):** ReadyTalk Support
- From Email:** support@readytalk.com
- Date & Time:** Thu, May 10, 2018, 4:00 PM Eastern Daylight Time
- Meeting Type:** Web & Audio
- Audio Details:** Dial-In Number(s): U.S. Toll: 303.248.0285, Access Code: 4829035