After a conference has concluded, a multitude of reports will be available for viewing within the ReadyTalk Conference Center. To view these reports, follow the steps below:

1. Go to [www.readytalk.com/host](http://www.readytalk.com/host) and log in as the **Chairperson**.
2. Click on the [View Reports](#) drop-down menu on the left side of the screen to expand additional options.
3. To view **Web Meeting Reports**, click on the [Meetings](#) tab and then click on the title of your past meeting.
   - From the Meeting Details screen, you can click on any link below the **Reports** section to view the corresponding report, including an Invitee List, Registration Details, a Campaign Report, a Web Participant Report (including entry, exit, and duration times), Poll Results, Chat History, and Post-Meeting Survey results.
4. To view **Audio Conference Reports**, click on the [Audio](#) tab and then click on the **Conference ID** next to the date and time of your audio conference.
   - A list of phone numbers that dialed into your audio conference will appear along with entry, exit, and duration times for each caller.
5. To view **Recording Reports**, click on the [Recordings](#) tab and then click on the **View** link to the right of your recording.
   - If registration was enabled for your recording, registration details will appear on the Recording Reports screen along with a time stamp of when the recording was played back and a playback duration.

**Note:** Reports are available under the **View Reports** tab for 1 year. After 1 year, reports will only be accessible using the **View Past Meetings** link located in the top right corner of your Conference Center home page. After 3 years, reports are deleted. To retain your reports past 3 years, be sure to download them from your Conference Center.