

# Conference Summary Report



John Smith,

Thank you for using The Conferencing Center. Details about your recent conference are listed below:

## CONFERENCE DETAILS

**Owner Name:** John Smith  
**Owner Number:** 19847586  
**Bill Code:** 123456789

**Conference Began:** 12/11/18 10:55:45 ET  
**Conference Ended:** 12/11/18 11:31:32 ET

## Conference Participants

Name	Phone	Time Entered	Time Left	Duration	Type of Connection
Bryan	9705354129	11:01 AM	11:31 AM	31	Web
		11:01 AM	11:32 AM	31	Phone
Holly	3037790388	11:03 AM	11:31 AM	28	Web
		11:03 AM	11:32 AM	29	Phone
Jeff	3034107601	11:12 AM	11:31 AM	19	Web
		11:13 AM	11:32 AM	19	Phone
John	3037161585	10:55 AM	11:32 AM	37	Phone
		10:55 AM	11:31 AM	36	Web
Nicole	2562769913	11:02 AM	11:31 AM	29	Web
		11:02 AM	11:32 AM	30	Phone
Recorder line	null	11:06 AM	11:32 AM	26	Phone

If you have any questions about this service or this summary in particular, please visit the "Customer Support" section at <https://www.tcconline.com>

If you do not wish to receive these post-conference summaries, you may disable them as follows:

1. Go to <https://www.tcconline.com>, and log in with your username and password.
2. Click **Edit Your Profile** next to your username.
3. Click **Reservationless-Plus**.
4. A new window will open. Select **No** from the Post-Conference Emails dropdown menu.
5. Click **Save**.