

Skeleton agenda

Last Modified on 09/20/2023 7:46 pm IDT

Skeleton Agenda is a simple graphic overview of what your agenda will look like.

It helps the content team understand how many sessions you have and the length of each session, how many sessions will play concurrently, and in which tracks (channels).

It is very important for you to fill in the Skeleton Agenda template with your channels and sessions so both your Kaltura Event Team and you as the event organizer will have a better visualization of your event structure.

different for each event The Skeleton Agenda will look, depending on the event size.

Skeleton Agenda Examples

Time zone		Tracks					
GMT	PST	Track 1	Track 2	Track 3	Track 4	Track 5	Track 6
5:00 PM	9:00 AM						
5:10 PM	9:10 AM						
5:20 PM	9:20 AM						
5:30 PM	9:30 AM						
5:40 PM	9:40 AM	Keynote					
5:50 PM	9:50 AM	Keynote					
6:00 PM	10:00 AM						
6:10 PM	10:10 AM	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
6:20 PM	10:20 AM						
6:30 PM	10:30 AM						
6:40 PM	10:40 AM	Session 7	Session 8	Session 9	Session 10	Session 11	Session 12
6:50 PM	10:50 AM						
7:00 PM	11:00 AM						
7:10 PM	11:10 AM						
7:20 PM	11:20 AM						
7:30 PM	11:30 AM						
7:40 PM	11:40 AM	Session 13	Session 14	Session 15	Session 16	Session 17	Session 18
7:50 PM	11:50 AM						
8:00 PM	12:00 PM						
8:10 PM	12:10 PM	Session 19	Session 20	Session 21	Session 22	Session 23	Session 24
8:20 PM	12:20 PM						
8:30 PM	12:30 PM						
8:40 PM	12:40 PM	Session 25	Session 26	Session 27	Session 28	Session 29	Session 30
8:50 PM	12:50 PM						
9:00 PM	1:00 PM						

1day, short event

Channel		Tracks										
GMT	Track 1 APAC	Track 2 APAC	Track 3 APAC	Track 4 APAC	Track 1 EMEA	Track 2 EMEA	Track 3 EMEA	Track 4 EMEA	Track 1 AMER	Track 2 AMER	Track 3 AMER	Track 4 AMER
4:00 AM												
4:10 AM												
4:20 AM												
4:30 AM												
4:40 AM												
4:50 AM												
5:00 AM												
5:10 AM												
5:20 AM												
5:30 AM	Simulative Session 1											
5:40 AM												
5:50 AM	Simulative Session 2	Simulative Session 3	Simulative Session 4	Simulative Session 5								
6:00 AM												
6:10 AM	Simulative Session 6	Simulative Session 7	Simulative Session 8	Simulative Session 9								
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9:00 AM												
9:10 AM												
9:20 AM												
9:30 AM												

1day, 3 regions

Deliverables

Please fill in the Skeleton Agenda template with your session hours. You do not have to fill in the session titles as these can be added later on.
