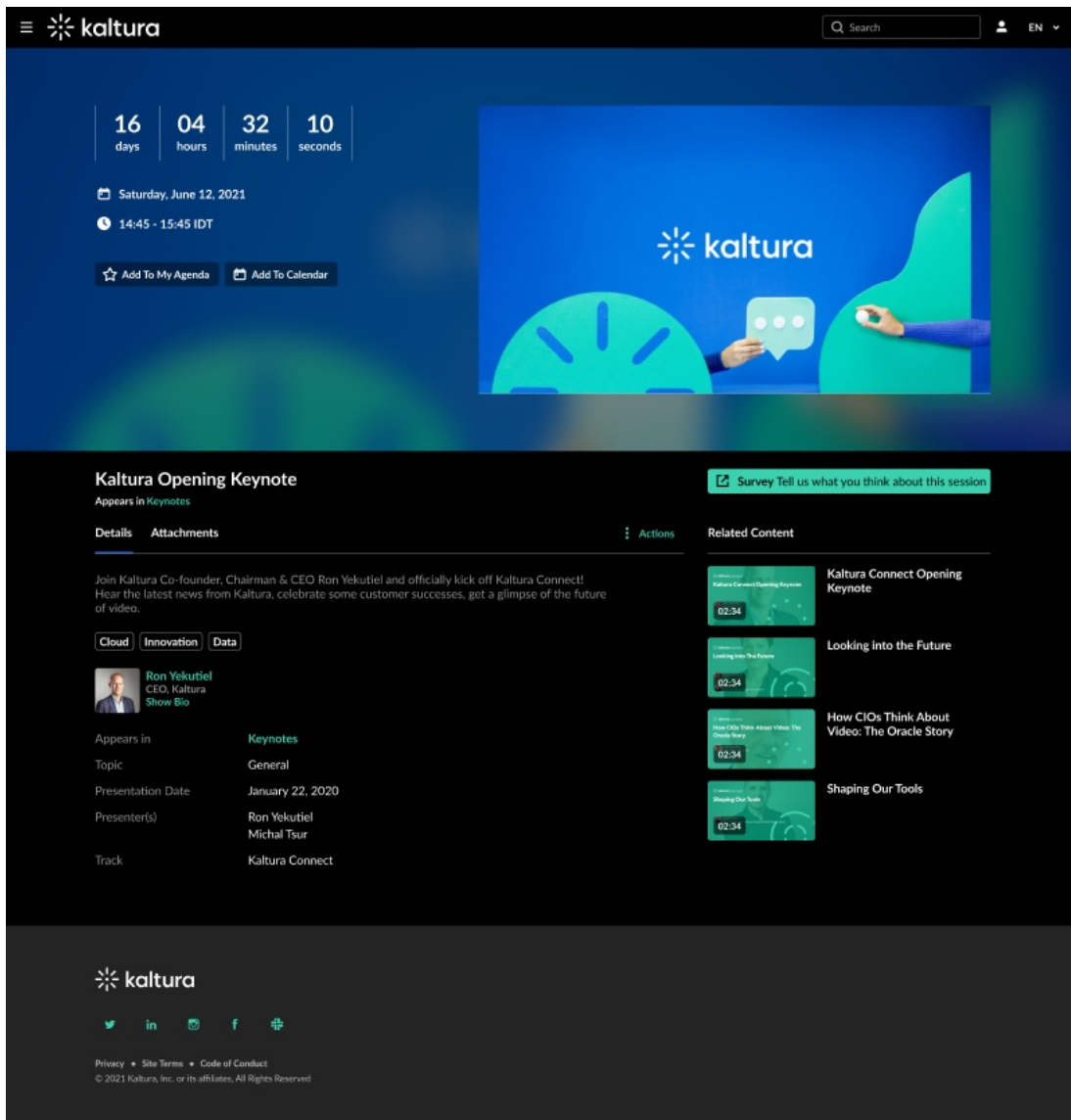


# Entry Page Guide

Last Modified on 02/14/2022 10:32 pm IST

A Kaltura Entry is a logical reference to a media asset. An entry encapsulates all physical media files generated during ingestion including standard and custom metadata, captions, scheduling settings, advertising cue points, and all other components relating to the content.



## 1. Default Metadata

### Title

- Char limit: 255.
- Recommended Max Characters: 60~

## Description

- Char limit: 2,500.
- Recommended Max Characters: 1,500~
- Notes: Support rich-text

## 2. Custom Metadata

Custom metadata helps provide unique information for the attendees of the session. That way, sessions are easier to search in the virtual event platform.

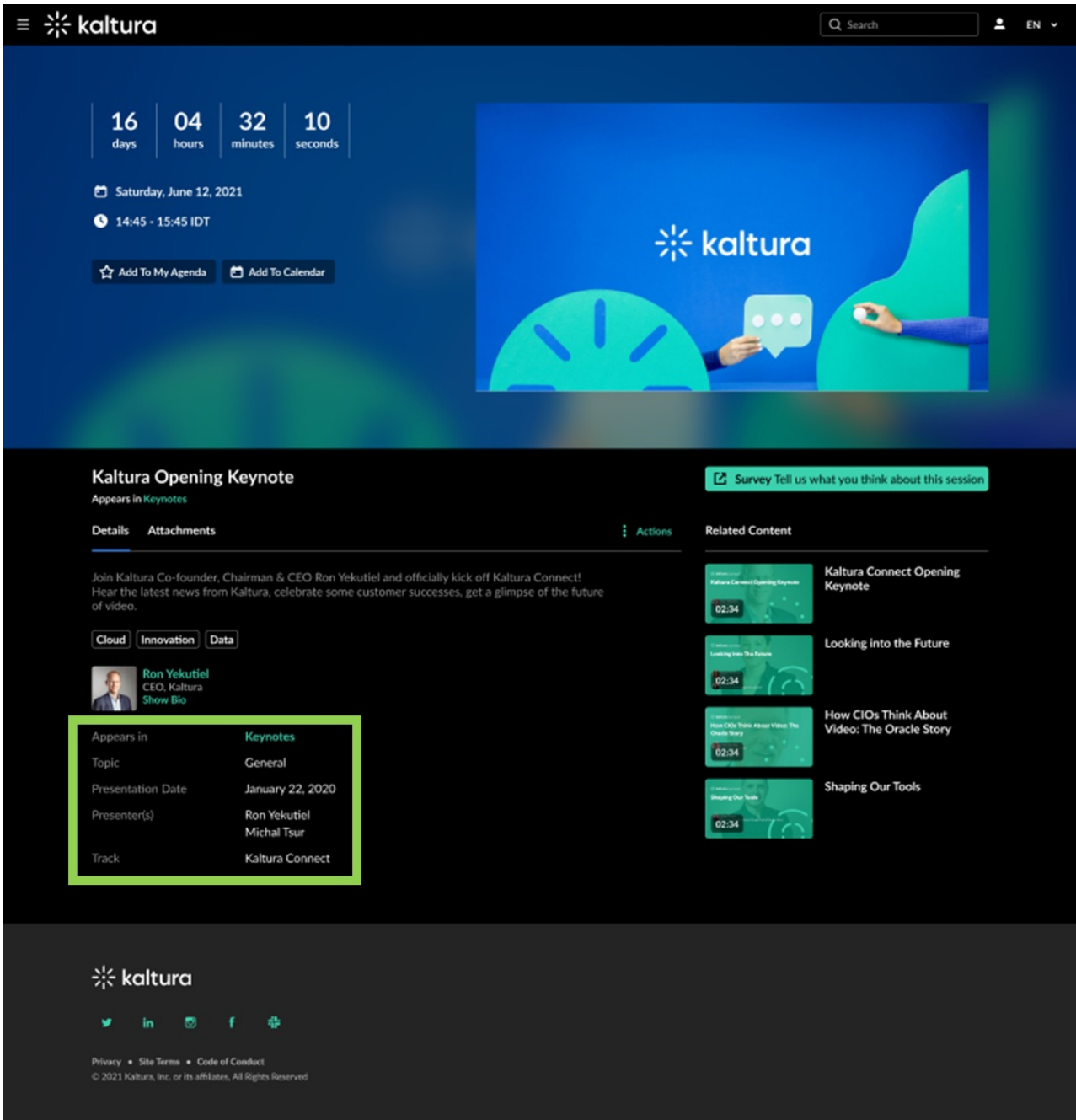
### **Best Practice:**

- Speakers (Full Name, Job Title, and Company Name) - if Speakers Module is not applicable
- Session Level
- Session Type
- Language
- Job Role
- Industry
- Topic
- Session ID

### **Global Search Filters:**

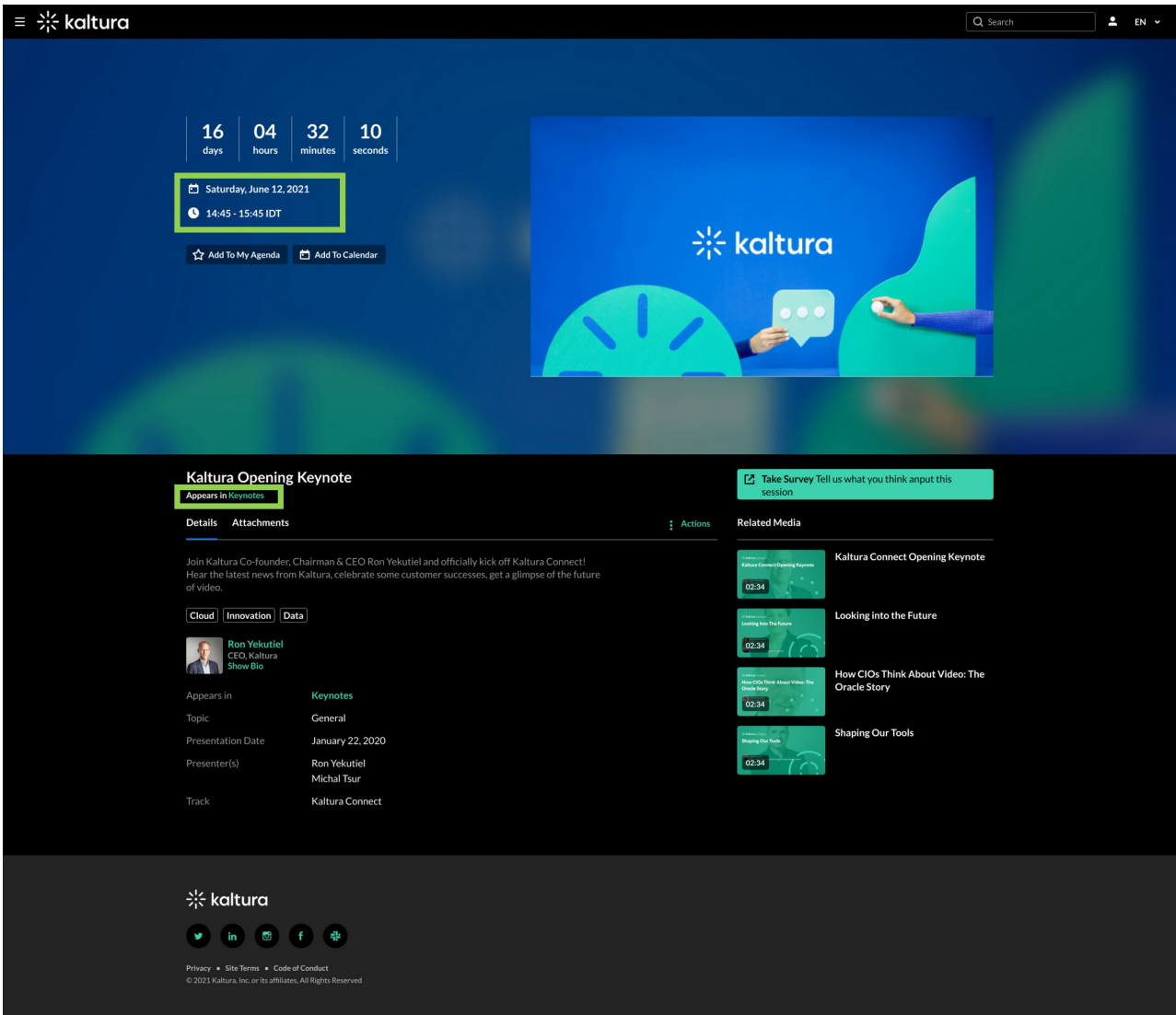
The custom metadata fields can be used for global search filters ( See Global Search Guide).

The best practice is to have up to 5 filters (depending on the number of sessions in the event).



### 3. Functional Metadata

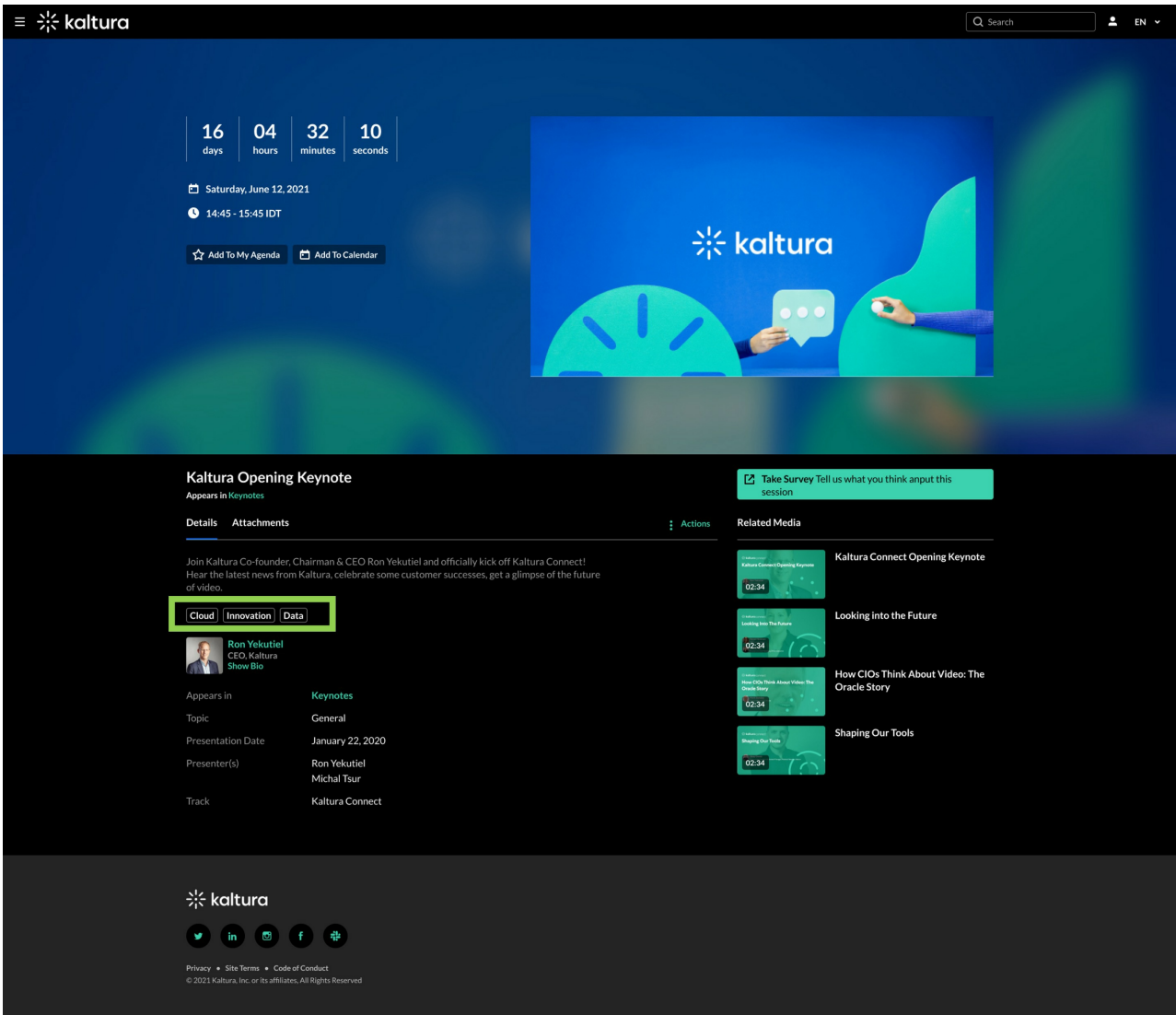
- Scheduling Date + Time (For Live/Simulive)
- Appears in: the channel to which the session is assigned.
- Session ID: other than custom data, this is used as an internal tracker (can be hidden). Best practice: 3 first letters of the channel to which the session is published + 3 digits (e.g., a session in a Keynote channel is "KEY001")



## 4. Tags

Used for:

1. Agenda Filters: you can choose up to 2 Custom Metadata fields as Agenda filters (will be reflected as tags).
2. Recommended Content: if applicable, you will need to tag your sessions with the same registration interest tags (same as in the registration form) for them to be presented in the "Recommended For You" carousel (see Homepage Guide).
3. Related Media: based on sessions' tags.



## 5. Session Thumbnail

Format: JPG./PNG

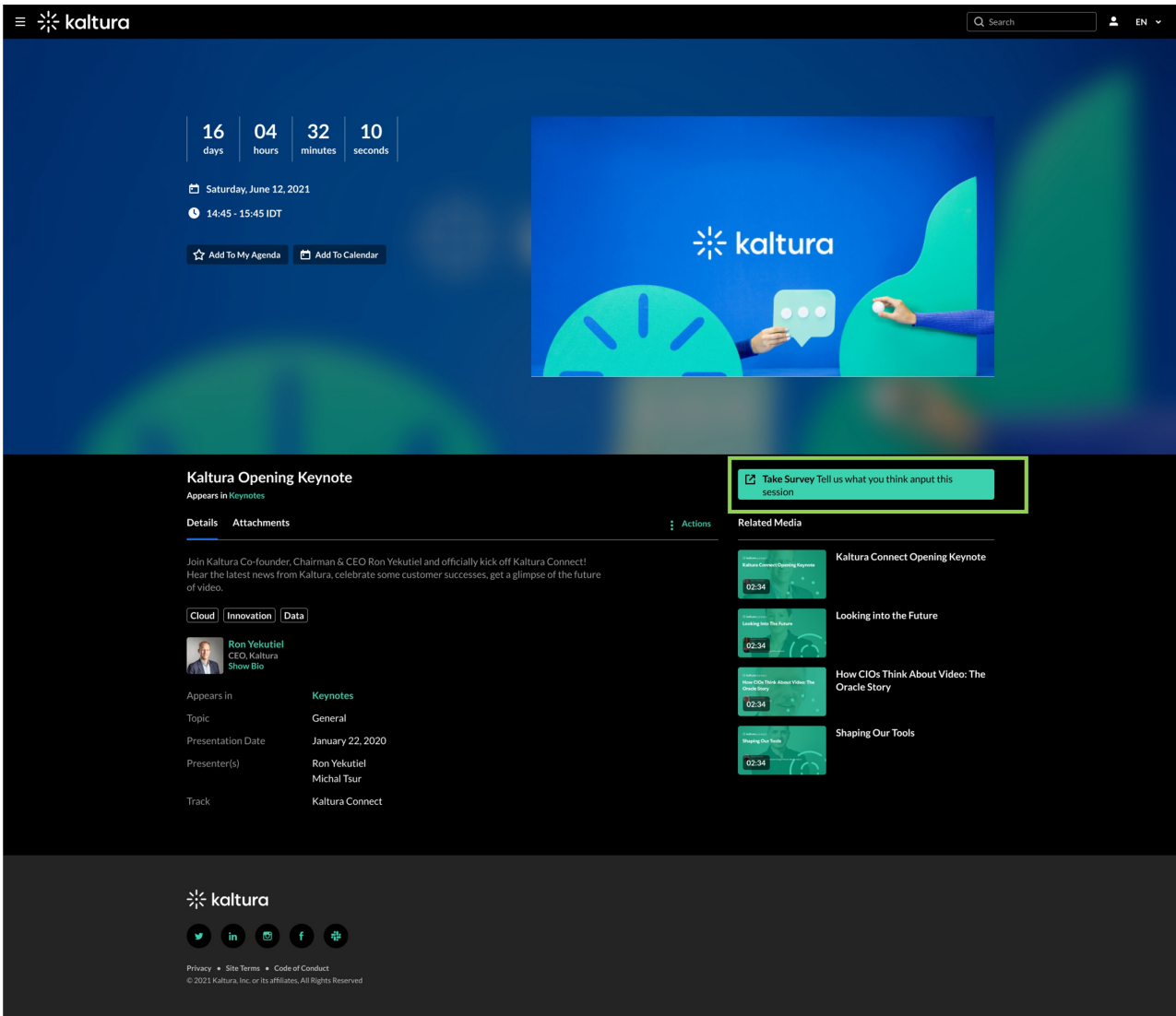
Size: 1920 x 1080 pixels.

- Thumbnails are required for all sessions.
- It is recommended to have unique designs of thumbnails per session for a better user experience.

## 6. Session Survey

If applicable, you can add a Survey CTA on the Entry page.

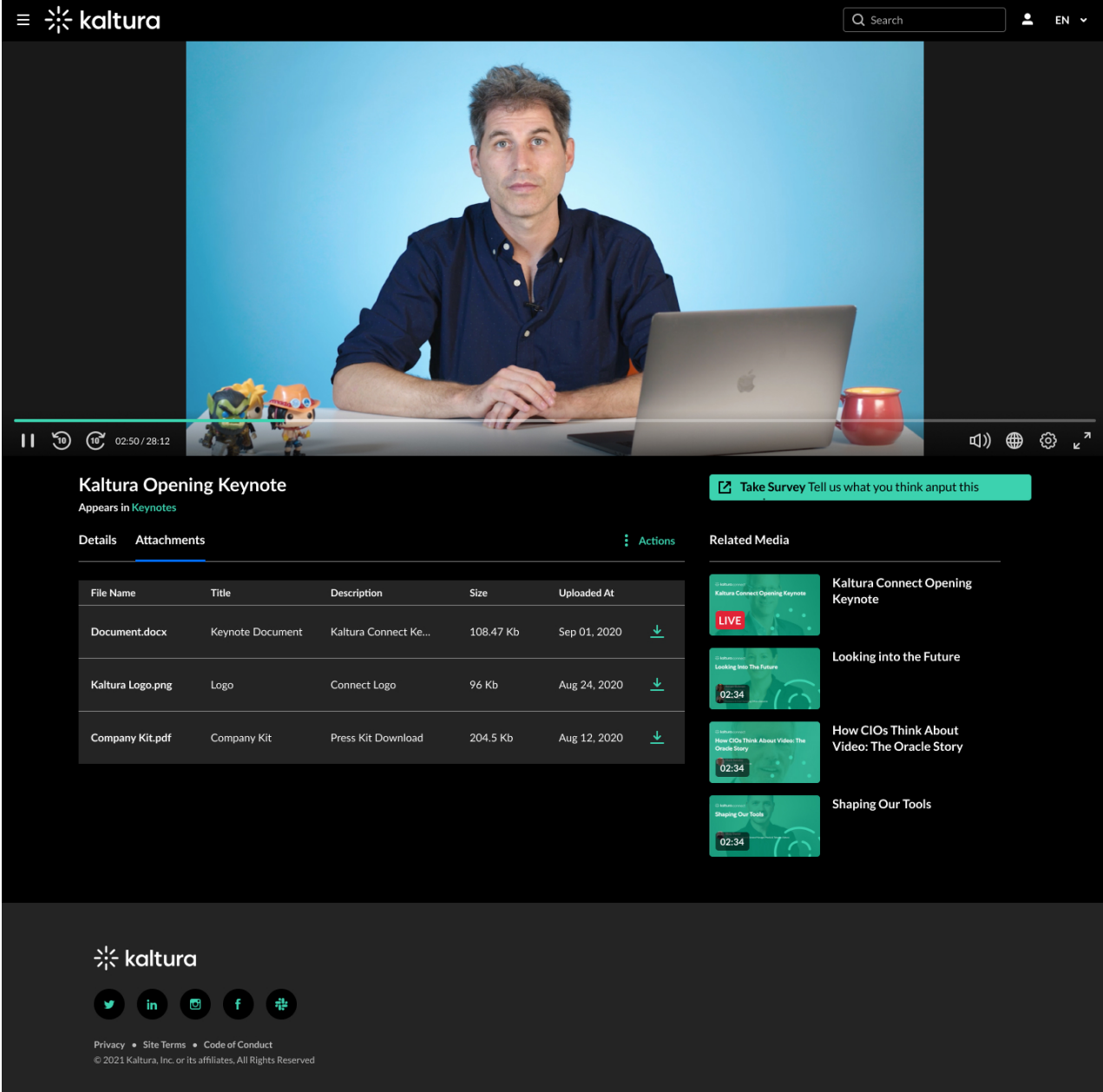
Please provide the survey URLs.



## 7. Attachments

You can upload attachments to your sessions (e.g., png, pdf).

1. File Name: Taken from the file's name.
2. Title: You can choose a title for your attachment (Best practice: 20 char max).
3. Description: You can choose a description for your attachment (Best practice: 20 char max).
4. Size: The size of the file.
5. Uploaded At: When was the file uploaded.



**Kaltura Opening Keynote**  
Appears in [Keynotes](#)

Details Attachments Actions

File Name	Title	Description	Size	Uploaded At
Document.docx	Keynote Document	Kaltura Connect Ke...	108.47 Kb	Sep 01, 2020
Kaltura Logo.png	Logo	Connect Logo	96 Kb	Aug 24, 2020
Company Kit.pdf	Company Kit	Press Kit Download	204.5 Kb	Aug 12, 2020

Take Survey Tell us what you think anput this

**Related Media**

- Kaltura Connect Opening Keynote
- Looking into the Future
- How CIOs Think About Video: The Oracle Story
- Shaping Our Tools

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## 8. Captions/Translations

You can upload for each Simulive/VOD session captions and translations.  
Format: SRT/MTT files


- Captions: e.g., video in English with English subtitles.
- Translations: e.g., video in English with Spanish subtitles.
- NOTE

For live sessions, captions/translations must be delivered in the live stream by your broadcasting vendor.

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### Kaltura Opening Keynote

Appears in [Keynotes](#)

Details Attachments ⋮ Actions

Join Kaltura Co-founder, Chairman & CEO Ron Yekutiel and officially kick off Kaltura Connect! Hear the latest news from Kaltura, celebrate some customer successes, get a glimpse of the future of video.

Cloud Innovation Data

Appears in [Keynotes](#)

Topic General

Presentation Date January 22, 2020

Presenter(s) Ron Yekutiel  
Michal Tsur

Track Kaltura Connect

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#### Related Media

Kaltura Connect Opening Keynote  
**LIVE**

Looking Into The Future  
 02:34

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 02:34

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