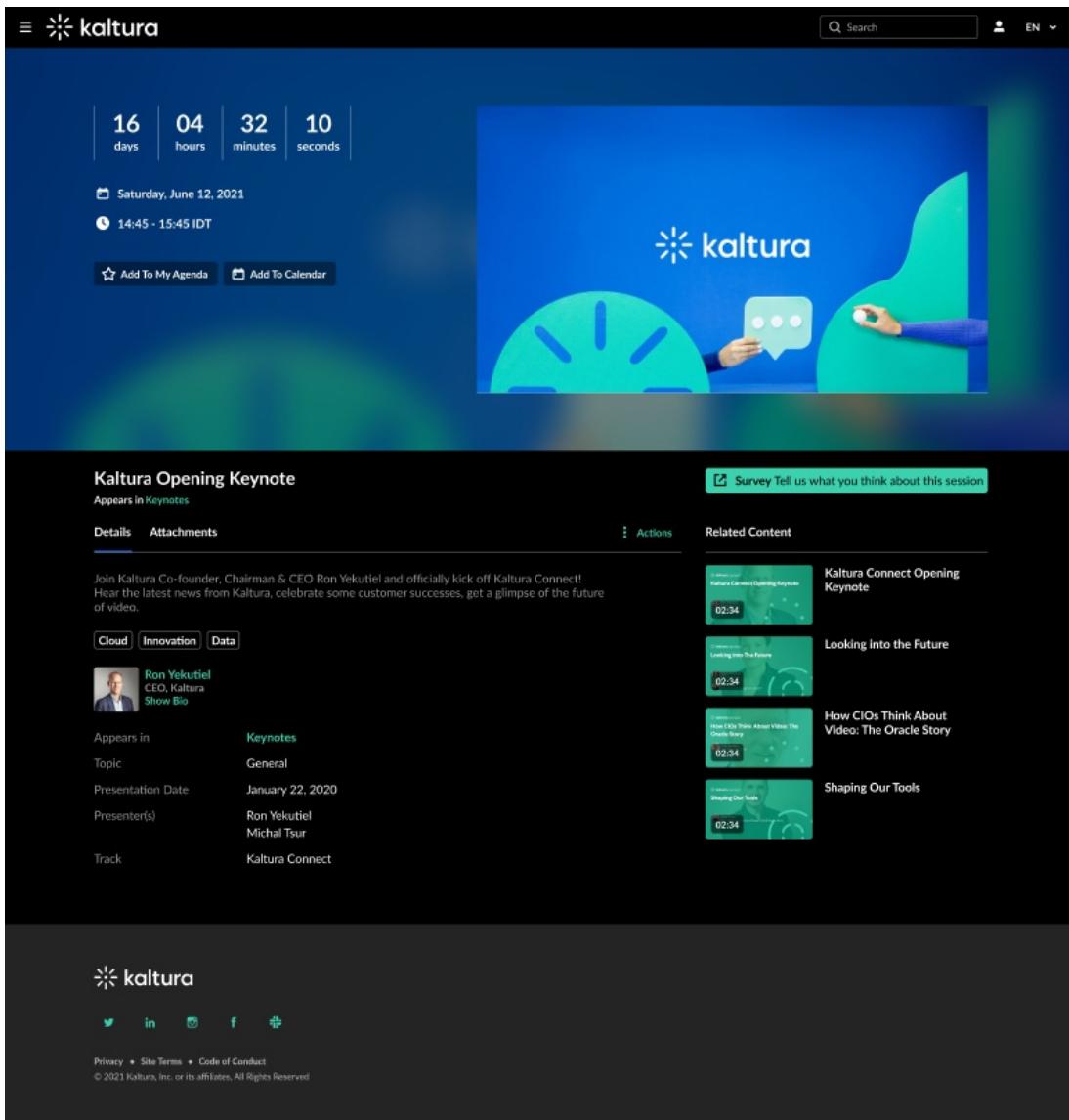


# Entry Page Guide

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.



The screenshot shows the Kaltura Entry Page for the 'Kaltura Opening Keynote'. At the top, there is a banner with a large clock icon showing '16 days 04 hours 32 minutes 10 seconds' until the event on 'Saturday, June 12, 2021' from '14:45 - 15:45 IDT'. Below the banner, there are buttons for 'Add To My Agenda' and 'Add To Calendar'. The main content area features a large image of a hand holding a speech bubble with three dots, set against a blue and green background. The title 'Kaltura Opening Keynote' is displayed, along with the text 'Appears in Keynotes'. Below this, there are tabs for 'Details' (selected) and 'Attachments', and an 'Actions' menu. The 'Details' tab shows the following information:

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.
<a href="#">Cloud</a> <a href="#">Innovation</a> <a href="#">Data</a>
 <b>Ron Yekutiel</b> CEO, Kaltura <a href="#">Show Bio</a>
Appears in <b>Keynotes</b>
Topic <b>General</b>
Presentation Date <b>January 22, 2020</b>
Presenter(s) <b>Ron Yekutiel Michal Tsur</b>
Track <b>Kaltura Connect</b>

On the right side, there is a 'Survey' button with the text 'Tell us what you think about this session'. Below it, a section titled 'Related Content' lists four other entries:

- Kaltura Connect Opening Keynote** (02:34)
- Looking into the Future** (02:34)
- How CIOs Think About Video: The Oracle Story** (02:34)
- Shaping Our Tools** (02:34)

At the bottom of the page, there is a footer with the Kaltura logo and social media links (Twitter, LinkedIn, YouTube, Facebook, and others). The footer also includes a 'Privacy' link, 'Site Terms', 'Code of Conduct', and a copyright notice: '© 2021 Kaltura, Inc. or its affiliates. All Rights Reserved'.

## 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.

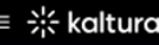
### **Best Practice:**

- 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).

≡  kaltura

16 days | 04 hours | 32 minutes | 10 seconds

Saturday, June 12, 2021  
14:45 - 15:45 IDT

[Add To My Agenda](#) [Add To Calendar](#)



**Kaltura Opening Keynote**

Appears in [Keynotes](#)

[Details](#) [Attachments](#) [Actions](#)

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CEO, Kaltura  
[Show Bio](#)

Appears in	Keynotes
Topic	General
Presentation Date	January 22, 2020
Presenter(s)	Ron Yekutiel Michal Tsur
Track	Kaltura Connect

[Survey](#) Tell us what you think about this session

**Related Content**

-  **Kaltura Connect Opening Keynote**  
02:34
-  **Looking into the Future**  
02:34
-  **How CIOs Think About Video: The Oracle Story**  
02:34
-  **Shaping Our Tools**  
02:34

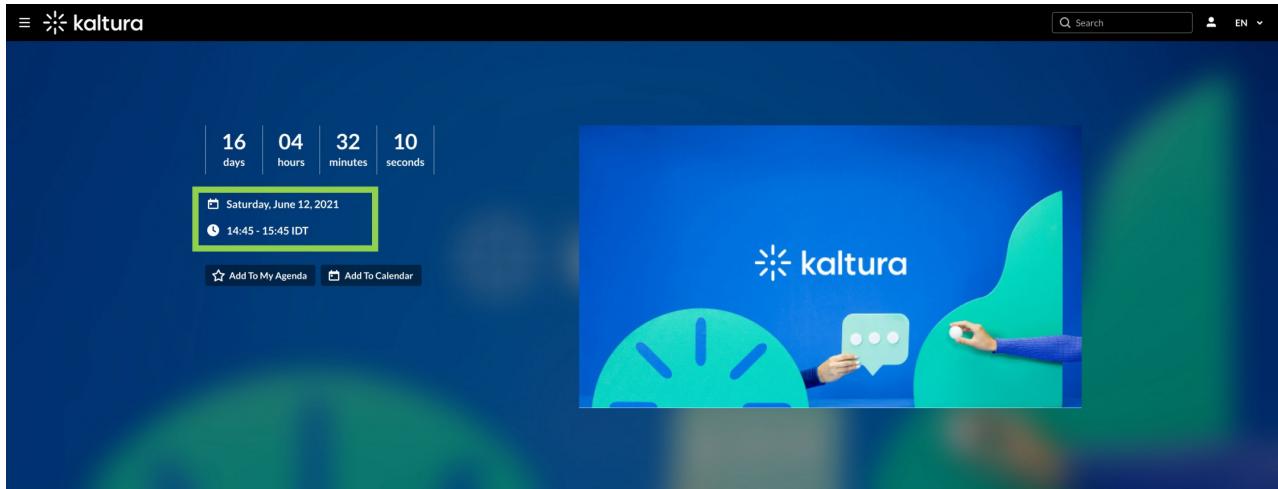


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### 3. Functional Metadata

- 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")



**Kaltura Opening Keynote**  
Appears in **Keynotes**

[Details](#) [Attachments](#) [Actions](#)

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 **Ron Yekutiel**  
CEO, Kaltura [Show Bio](#)

Appears in **Keynotes**

Topic **General**

Presentation Date **January 22, 2020**

Presenter(s) **Ron Yekutiel**  
**Michal Tsur**

Track **Kaltura Connect**

[Take Survey](#) Tell us what you think about this session

**Related Media**

- Kaltura Connect Opening Keynote** 02:34
- Looking into the Future** 02:34
- How CIOs Think About Video: The Oracle Story** 02:34
- Shaping Our Tools** 02:34

**Tags**

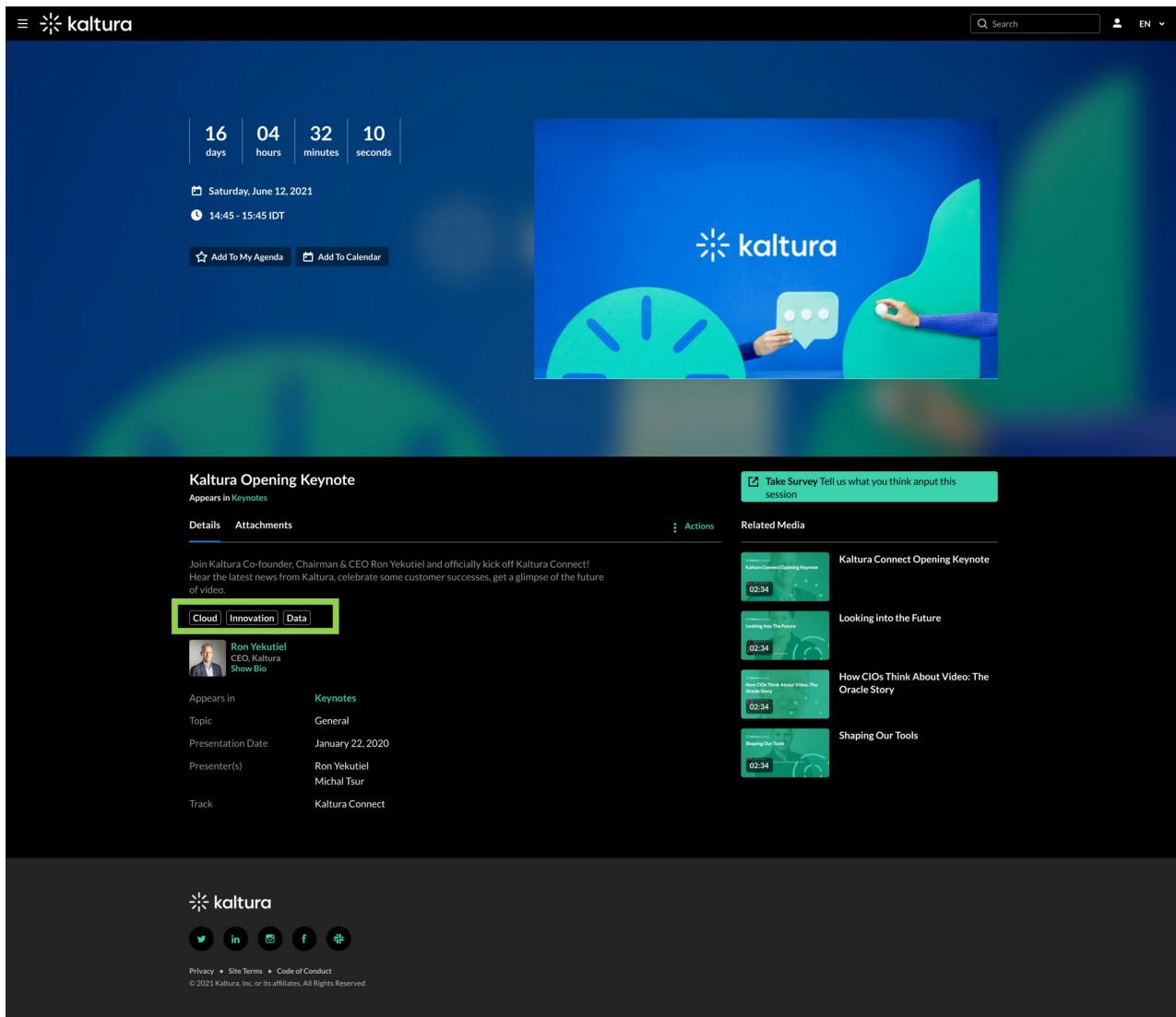
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## 4. Tags

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.



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[Show Bio](#)

Appears in	<a href="#">Keynotes</a>
Topic	General
Presentation Date	January 22, 2020
Presenter(s)	Ron Yekutiel Michal Tsur
Track	Kaltura Connect

[Take Survey](#) Tell us what you think about this session

**Related Media**

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

## 5. Session Thumbnail

Format: JPG./PNG

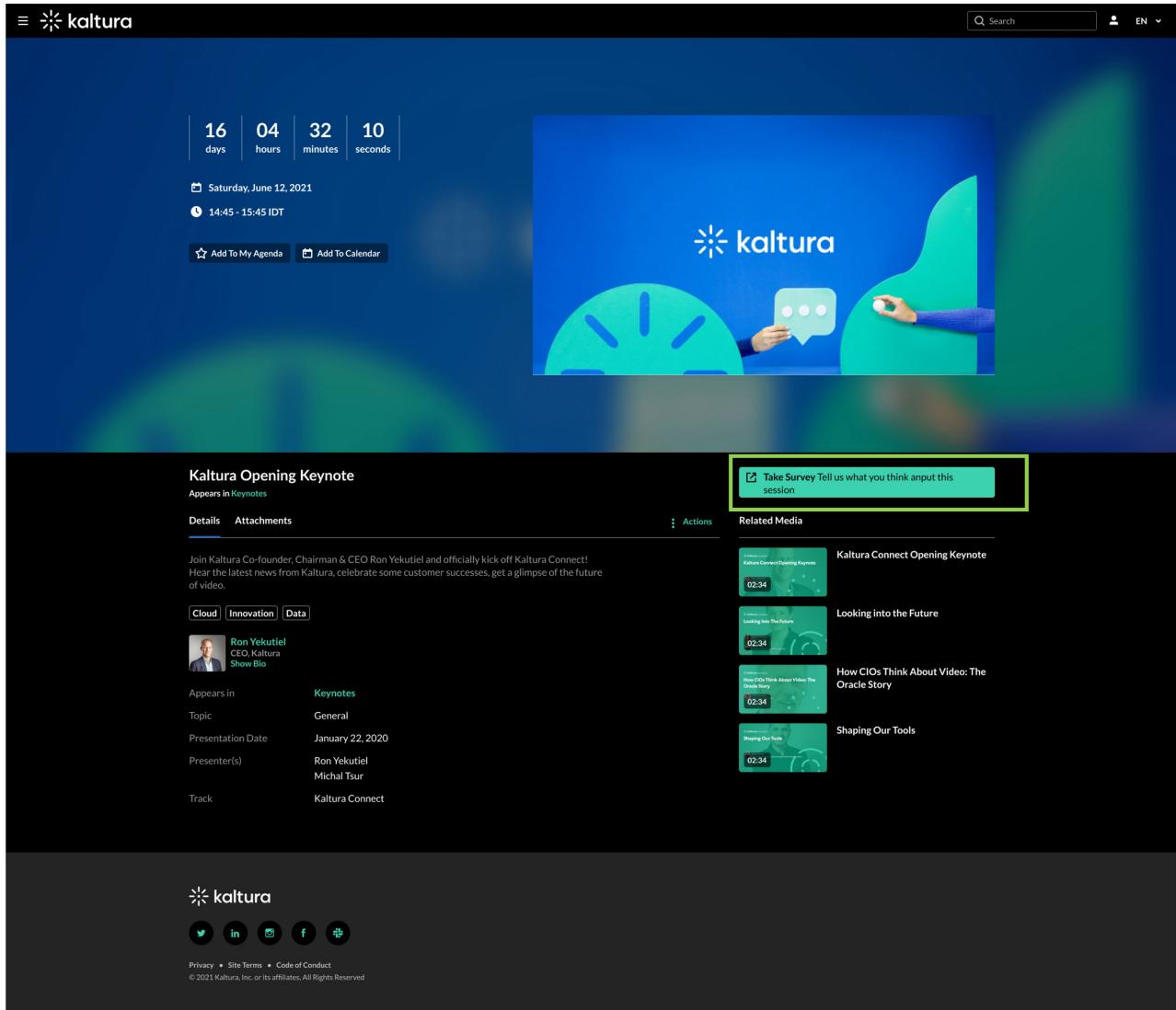
Size: 1920 x 1080 pixels.

- 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.



The screenshot shows the Kaltura Connect landing page. At the top, there is a large blue banner with a timer: 16 days, 04 hours, 32 minutes, 10 seconds. Below the timer, it says "Saturday, June 12, 2021" and "14:45 - 15:45 IDT". There are two buttons: "Add To My Agenda" and "Add To Calendar". To the right of the timer is a large image of a hand pointing at a speech bubble with the Kaltura logo. Below the banner, the main content area has a dark background. On the left, there is a card for the "Kaltura Opening Keynote". The card includes the title, a bio for Ron Yekutiel, and a list of details: Appears in Keynotes, Details, Attachments, Actions, Topic: General, Presentation Date: January 22, 2020, Presenter(s): Ron Yekutiel, Michal Tsur, Track: Kaltura Connect. To the right of the card is a "Related Media" section with four video thumbnails. At the bottom of the page, there is a footer with the Kaltura logo and social media links (Twitter, LinkedIn, YouTube, Facebook, and a Kaltura icon). There is also a "Take Survey" button with a callout: "Tell us what you think about this session".

## 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	Actions
Document.docx	Keynote Document	Kaltura Connect Ke...	108.47 Kb	Sep 01, 2020	<a href="#">Download</a>
Kaltura Logo.png	Logo	Connect Logo	96 Kb	Aug 24, 2020	<a href="#">Download</a>
Company Kit.pdf	Company Kit	Press Kit Download	204.5 Kb	Aug 12, 2020	<a href="#">Download</a>

[Take Survey](#) Tell us what you think about this

**Related Media**

- Kaltura Connect Opening Keynote**  
LIVE
- Looking into the Future**  
02:34
- How CIOs Think About Video: The Oracle Story**  
02:34
- Shaping Our Tools**  
02:34

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## 8. Captions/Translations

You can upload for each Simulive/VOD session captions and translations.

Format: SRT/VTT 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.



A screenshot of the Kaltura video player interface. The main video frame shows a man in a blue shirt sitting at a desk with a laptop, and two small cartoon characters on the desk. The video player controls at the bottom include a play button, volume, and a timestamp of 02:50 / 28:12. A subtitle menu is open on the right, showing options for "Disable" (with a checkmark), "English", "Spanish", "French", "Audio", "Captions", and "Advanced caption settings".

**Kaltura Opening Keynote**

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Topic	General
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Track	Kaltura Connect

[Take Survey](#) Tell us what you think [anput this](#)

**Kaltura Connect Opening Keynote**

**Looking into the Future**

**How CIOs Think About Video: The Oracle Story**

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