

# Invite speakers to your event

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 This article is designated for all users.

## About

This article describes how to:

- Invite speakers to your event via email. Note - You may also invite speakers to your event via the Overview page, Users page, and Agenda page.
- Add speakers to the event *without sending them an invitation email*. (Only available if the event organizer chose for attendees to enter the event via a login link. Please see [Login link](#) for more information.)
- View a list of speakers for an upcoming event and monitor their progress through the registration process.
- Perform additional actions on speakers per registration status.



When inviting speakers to a single session event, those speakers are automatically assigned to the event as speakers.



The screens shown here represent a multi-session event. The same actions apply when working with single session, unless otherwise noted.

## Invite speakers to your event

1. Navigate to the Speakers page; from the Event page, click the People tab > Speakers.

← All

Event site Patrick Lorimer

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

Media

People

All users

Speakers

Moderators

Team members

Interactions

Analytics

Integrations

Settings

Overview

21 : 04 : 16 : 54

days hrs min sec

Virtually live!

2/2/22 10:00 AM > 2/2/22 4:30 PM

EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videoifying events, transforming the conventional into the extrao...

Agenda at a glance

Add session

Full agenda

Opening Keynote

Live webcast Published

10:00 AM - 10:30 AM Tue, February 02

Marketing for Gen-Z: The right way

Pre-recorded Published

10:00 AM - 10:30 AM Tue, February 02

LIVE

Knights in Marketing ArmorKnight...

Pre-recorded Published

10:00 AM - 10:30 AM Tue, February 02

3 more sessions

Speakers

Invite

See all

Julian Lang

Director of Marketing Strategy, Kaltura

Registered

Celine Garnier

Content marketing specialist personalizat...

Registered

Laura Steven

Head of Global Campaigns, Kaltura

Registered

Brian Dennis

Director of Marketing, Kaltura

Registered

James Li

Digital Marketing Manager, Kaltura

Registered

The Speakers page displays.

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2

[All](#)
[Event site](#)
Patrick Lorimer






Virtually Live!

- Overview
- Event details
- Branding
- Event site editor
- Registration
- Agenda
- Media
- People
  - All users
  - Speakers**
  - Moderators
  - Event team
- Interactions
- Analytics
- Integrations
- Settings

## Speakers

Your speaker information and headshots will appear across the event site

5 Speakers
Invite Speaker

Name	Bio	Status
 <b>Julian Lang</b> Director of Marketing Strategy, Kaltura	With 10+ years of experience translating ideas into practical business strategies, I conduct market research and market planning, thought leadership, content development, and product messaging activities.	Registered
 <b>Celine Garnier</b> Content marketing specialist, Kaltura	Identifying new business related opportunities and ideas are my expertise	Registered
 <b>Laura Steven</b> Head of Global Campaigns, Kaltura	As a marketing director, I don't always strive for profits or sales - I stress on long-term business relationships.	Registered
 <b>Brian Dennis</b> Director of Marketing, Kaltura	I plan - I lead a progressive marketing idea - I ensure the success of my company.	Invited
 <b>James Li</b> Digital Marketing Manager, Kaltura	I lead our efficient managers - they are my pillars of success	Invited

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- Click the blue **Invite Speaker** button in the upper right corner of the screen. If there are no speakers, you may also click the **+ Invite Speaker** button in the main body of the page. The Invite screen displays.

## Invite



This invitation will add the person to the event. Depending on event settings, they may need to take additional steps to join.

Email (required)

First Name (required)

Last Name (required)

Language

Additional event roles

☒ Speaker

☐ Moderator

### Speaker Details

Recommended size:  
500x500 px

 Upload

Title

Company

Cancel

Invite

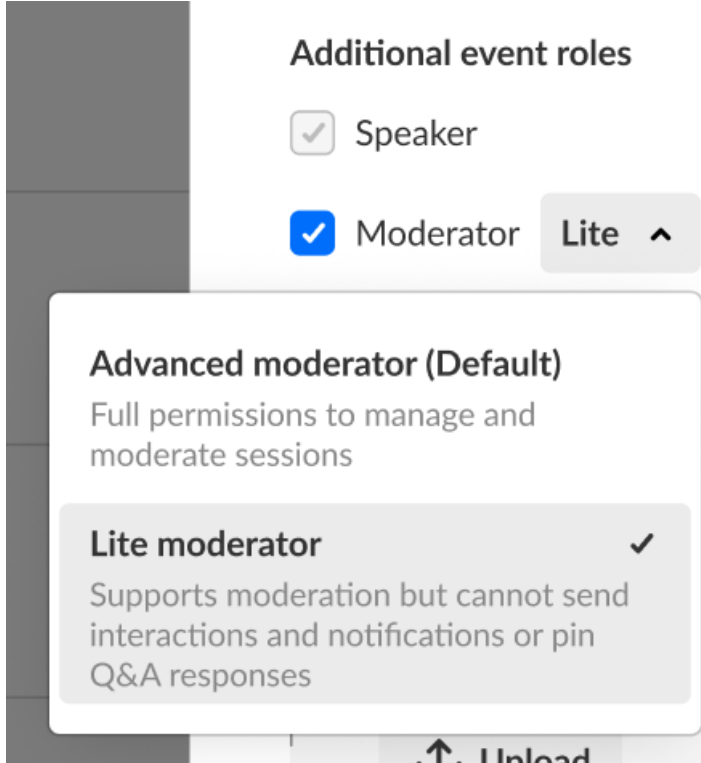


3. Type the speaker's email address (required), first and last names (required).
4. Select the appropriate language to set the language for this person and send them a localized version of the invitation.



Looking for more information about this feature? Feel free to contact your Kaltura representative.

5. Choose whether (in addition to having a Speaker role) they will have the additional role of Moderator.
6. If you designate them as a Moderator, select their Moderator permissions - either Advanced moderator (default) or Lite moderator.



**Additional event roles**

☒ Speaker

☒ Moderator **Lite** ^

**Advanced moderator (Default)**

Full permissions to manage and moderate sessions

**Lite moderator** ✓

Supports moderation but cannot send interactions and notifications or pin Q&A responses




Depending on your account settings, moderator permissions may not be enabled.

7. Complete the additional personal details for the speaker and/or moderator.

### Personal details

Required size:  
500x500 px

 **Upload image**

Title

Company

Bio

**B**   *i*   u   ☰   <sup>1</sup>/<sub>2</sub> ☰   [🔗](#)

- Profile image (optional) - Click **Upload image** to add an image. Recommended size: 500x500px
- Title (optional field) - Job title of the user
- Company (optional field) - Company of the user
- Bio (optional field) - Short description for the user's profile page on the event site. Character limit: 2500
- Once finished, click **Invite** to send an invitation email, or click the down arrow to the right of the **Invite** button and choose **Invite without an email** to add this person to the event *without sending them an invitation email*. You may also click Cancel to cancel the action.

Cancel

Invite



Once you are ready to send them the invite, you can click the three blue dots to the right of Status and select the 'resend email' option on the Speakers page.

A notification asking you to confirm your action is displayed. Once the role is assigned, you cannot revert this action.

- Click **Invite** to confirm or click **Cancel** to cancel the action.

If you clicked **Invite**, a notification that the invite was successfully sent is displayed

and the invitation you created will be sent to participants to complete the registration. If you clicked the down arrow to the right of the **Invite** button and chose **Invite without an email**, a notification that the invite was successfully sent is displayed and the person is added to the Speakers list as "Registered".

**View a full list of speakers and monitor their progress through the registration process**

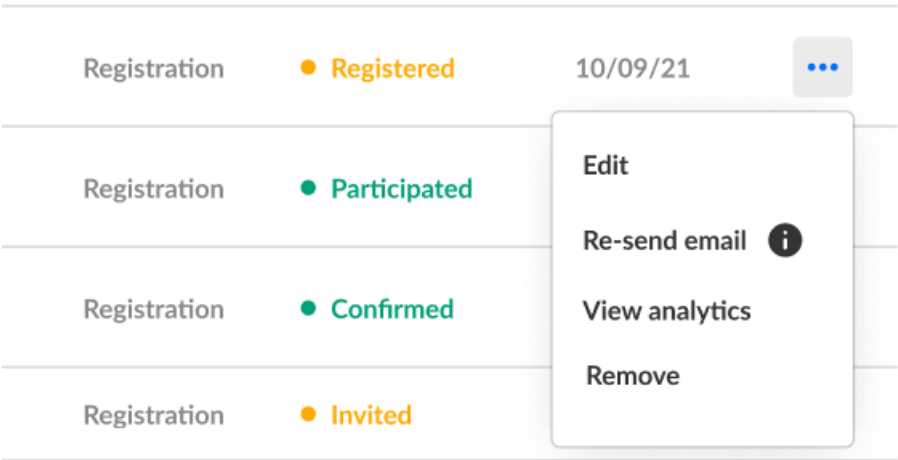
Once you have sent your invitations, you can use the Speakers page to view the full list of speakers for your upcoming event (including name, bio, and status) and monitor their progress through the registration process.

WAITING ON IMAGE FROM YUVAL

You can use the search option to locate specific speakers easily.

**Perform additional actions on speakers per registration status**

You can click the three blue dots to the right of Status to access additional options per registration status.



Registration	Status	Date	Options
Registration	Registered	10/09/21	Edit, Re-send email, View analytics, Remove
Registration	Participated		
Registration	Confirmed		
Registration	Invited		

Registration Status	Options
Attended	Edit, View analytics, and Remove
SSO login	Edit, View analytics, and Remove
Invited	Edit, Re-send the email (invitation), and Remove
Registered	Edit, Re-send email (registration confirmation), View analytics, and Remove
Unregistered	N/A
Blocked	Edit and View Analytics



If a user has already accessed the Event site, opened the Chat and Collaborate widget, and agreed to the widget's terms of use, one additional option displays for Attended users in addition to those listed above - **Block from chat**. Using this option, you can block the user from sending messages in the Chat and Collaborate widget.



If you chose for your attendees to log into your event via email (AKA Magic Link), one additional option displays for Invited and Registered users in addition to those listed above - **Generate login link**. Using this option, you can copy and send attendees the login link.

Hovering over the registration status in the Speakers page reveals a higher granularity of status which may include the following:

Registration Status	Detailed Status
Registered	Registered
Invited	Invited by team member
Invited	Invited by team member to register
Registered	Confirmed email
Registered	Registered no confirmation required
Attended	Pre-event visit
Attended	During-event visit
SSO login	SSO login
Unregistered	Unregistered
Blocked	Blocked

In our example below, the registration status is Attended, but when hovering over the registration status, we can see this participant visited the site before the event started (i.e., Pre-event visit).



:altura.com	Event manager, Speaker, Moderator	Registration	● Blocked from chat	10/09/21	...
y@altura.com	Moderator	Registration	● Registered	10/09/21	...
@altura.com	Attendee	Registration	● Attended	10/09/21	...
altura.com	Attendee	Registration	● Attended	10/09/21	...