Invite speakers to your multi-session event

Content updated: 05/02/2022

This article is designated for all users.

About

This article describes how to:

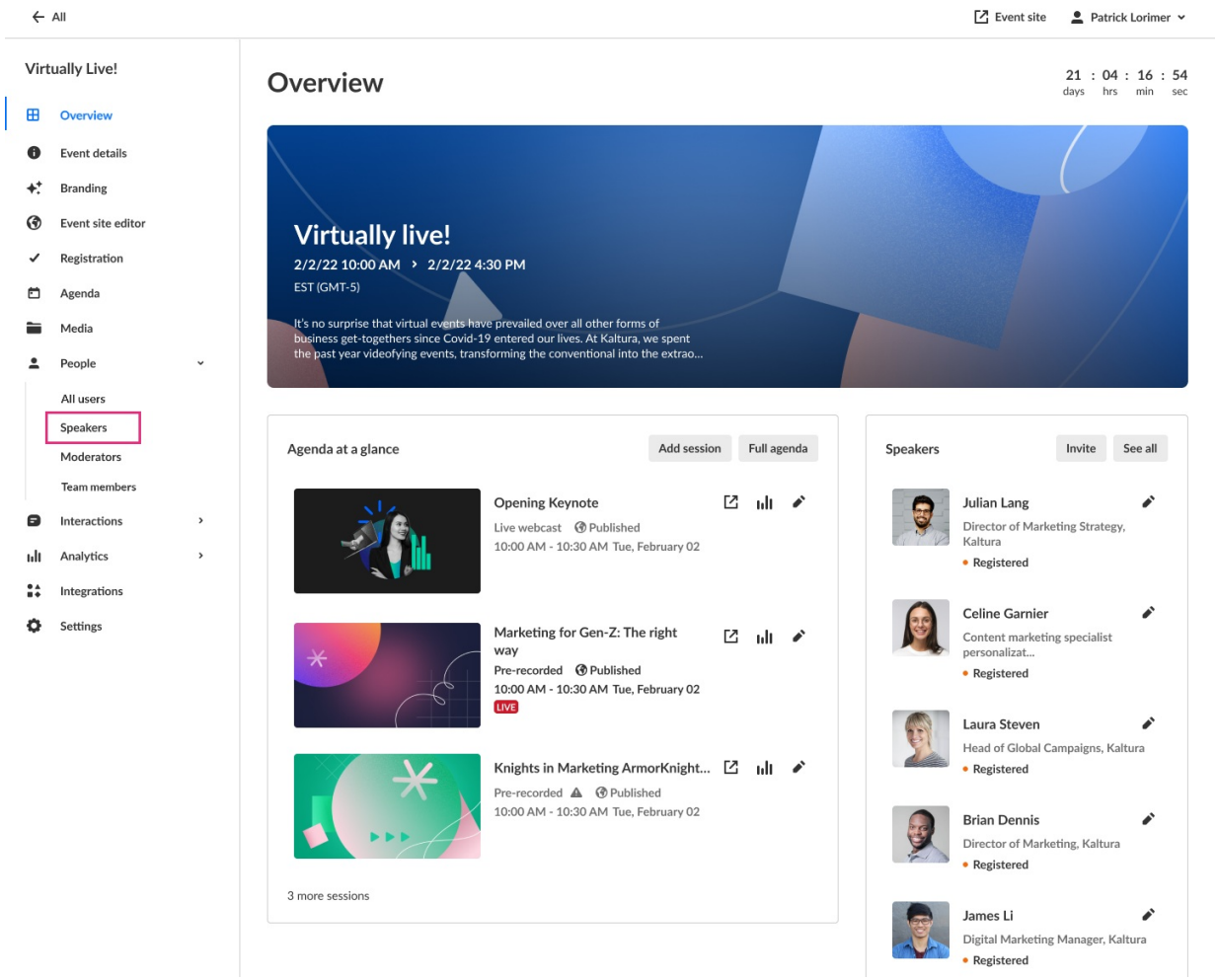
- Invite speakers to your event via email. Note - You may also invite speakers to your event via the Overview page, Users page, and Agenda page.
- Add speakers to the event *without sending them an invitation email.* (Only available if the event organizer chose for attendees to enter the event via a 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.

This article pertains only to multi-session events.

Invite speakers to your event

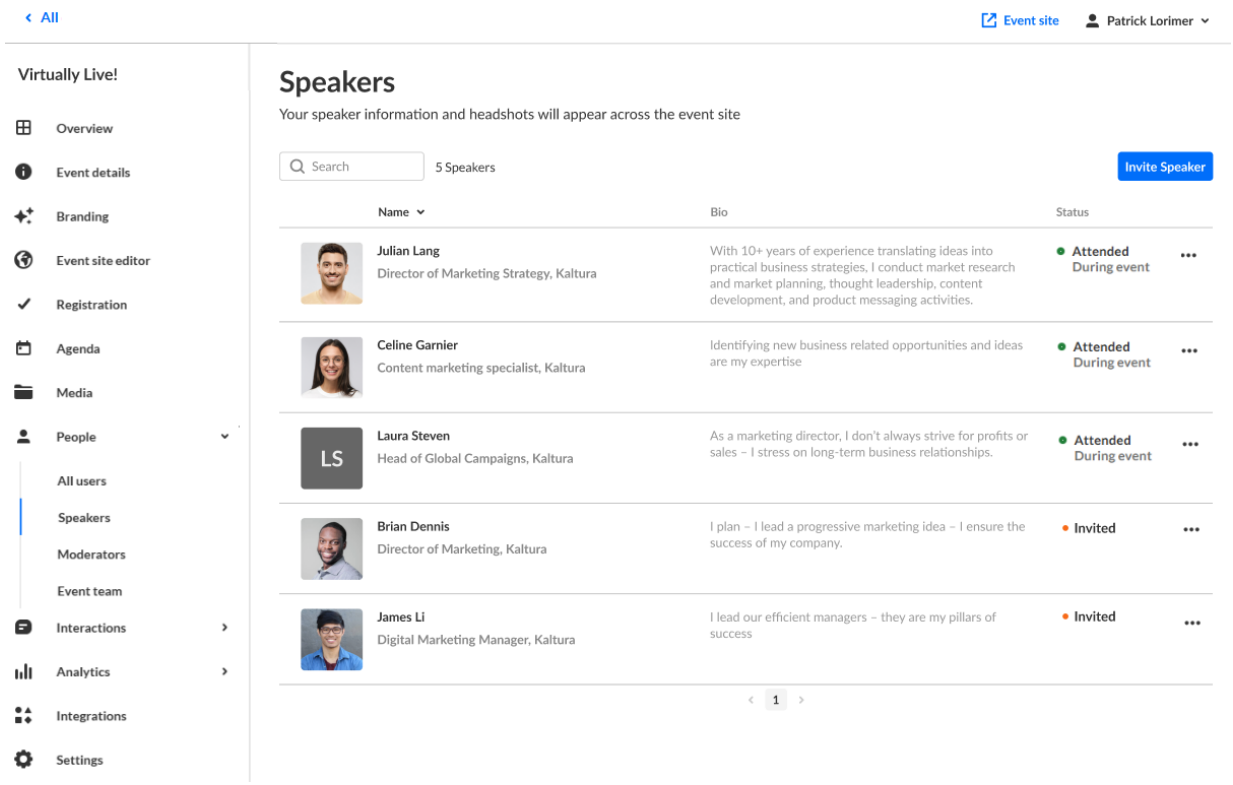
1. Navigate to the Speakers page; from the Event page, click the People tab > Speakers.

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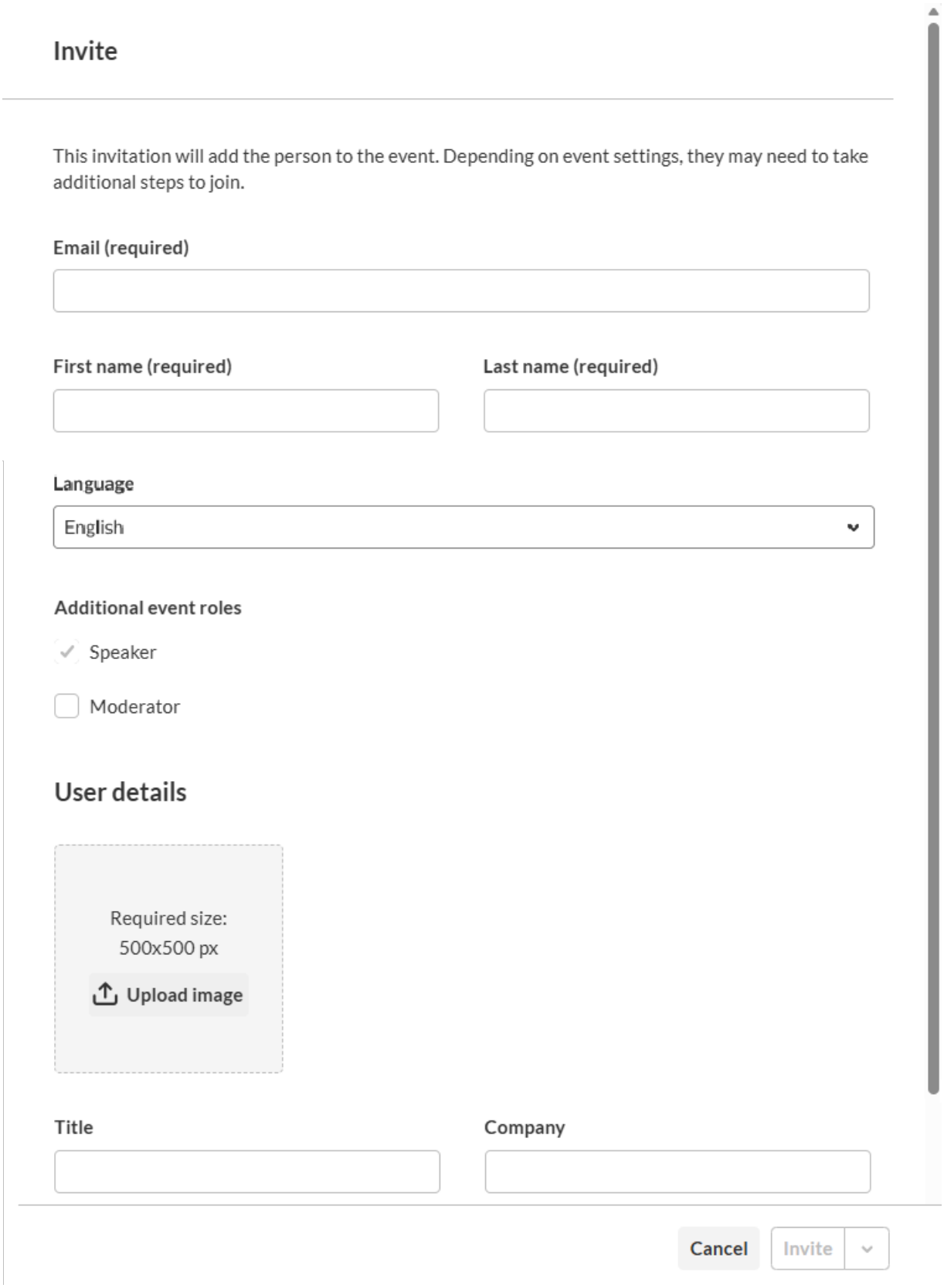
The Speakers page displays.

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2. 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.

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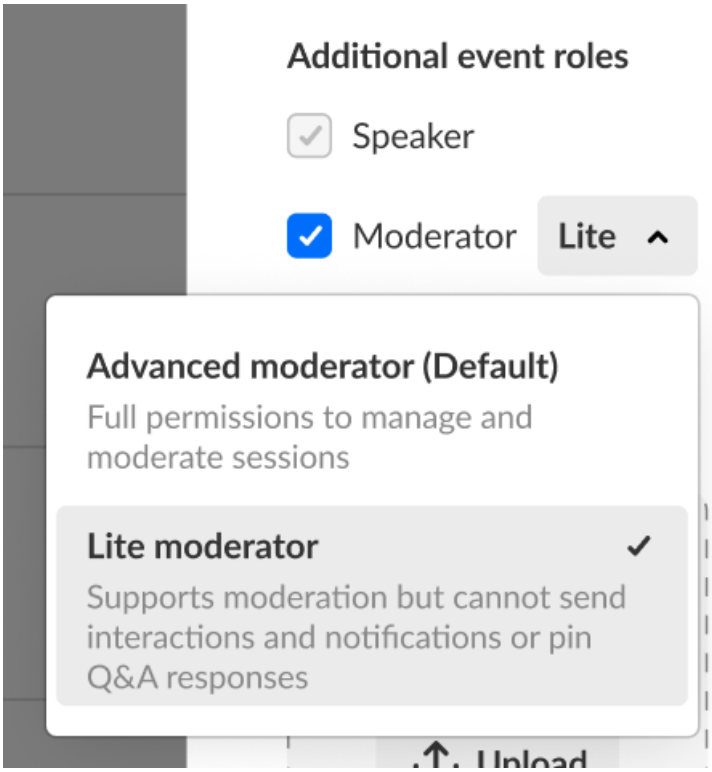


3. Type the speaker's email address (required), first and last names (required).
4. Select the appropriate language to set the language for this person and send them a localized version of the invitation.

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

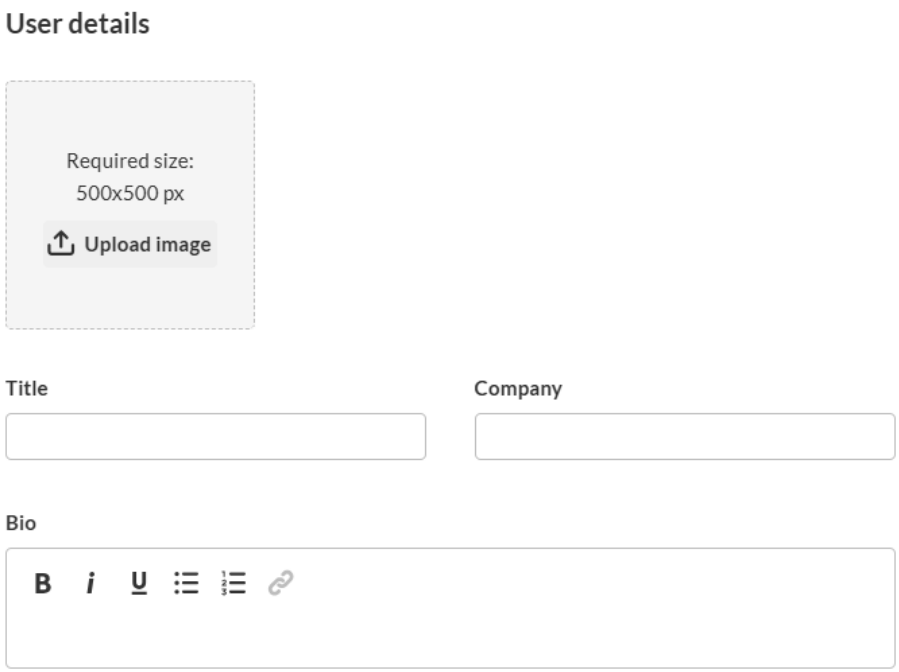
5. Choose whether (in addition to having a Speaker role) they will have the additional role of Moderator.
6. If you designate them as a Moderator, select their Moderator permissions - either Advanced moderator (default) or Lite moderator.



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

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

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- Profile image (optional) - Click **Upload image** to add an image. Required 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.



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.

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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".

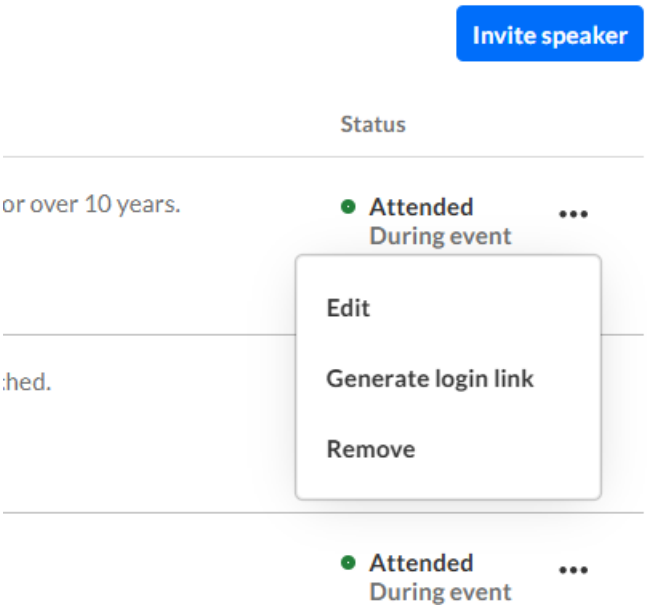
View a full list of speakers and monitor their progress through the registration process

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.

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	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

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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 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

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