

Invite speakers to your event

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28 This article is designated for all users.

About

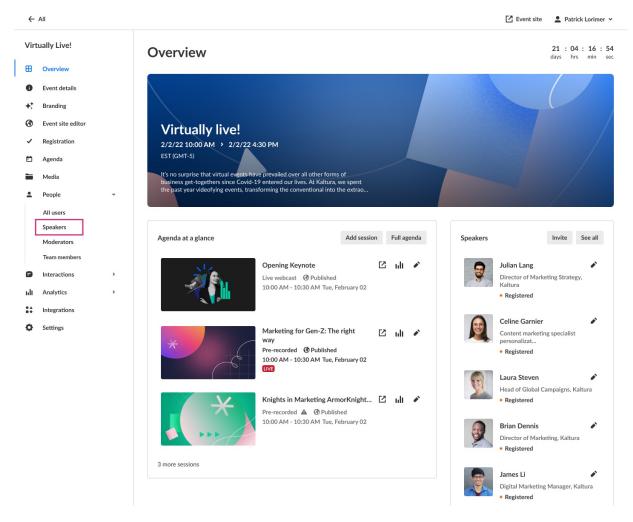
This article describes how to:

- 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.

Invite speakers to your event

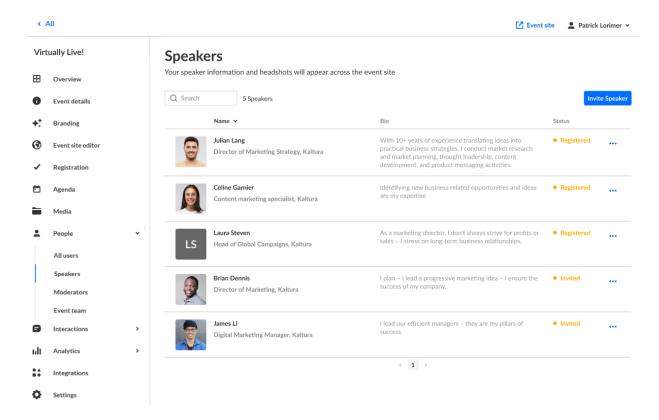
1. Navigate to the Speakers page; from the Event page, click the People tab > Speakers.





The Speakers page displays.

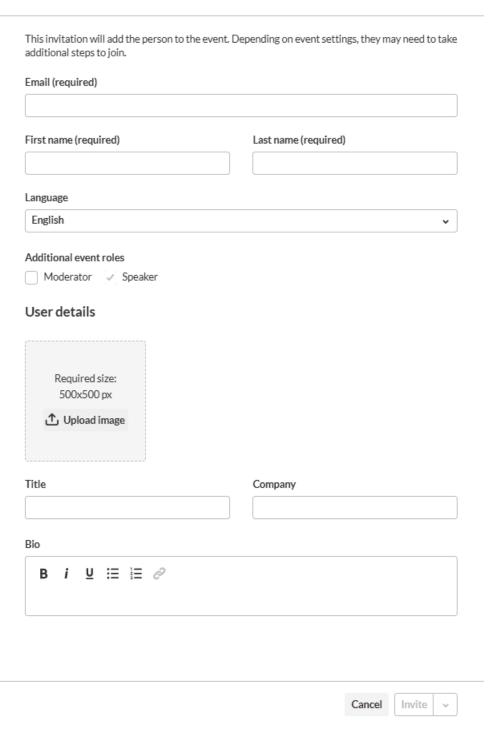




2. Click the blue **Invite Speaker** button in the upper right corner of the screen. If there are no speakers, you may also click the **+ Invite Speaker** button in the main body of the page. The Invite screen displays.



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. Click **Upload image** to add an image (optional). Recommended size: 500x500px
- 7. Add a title, company, and bio (all are optional).
- 8. 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*.



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.

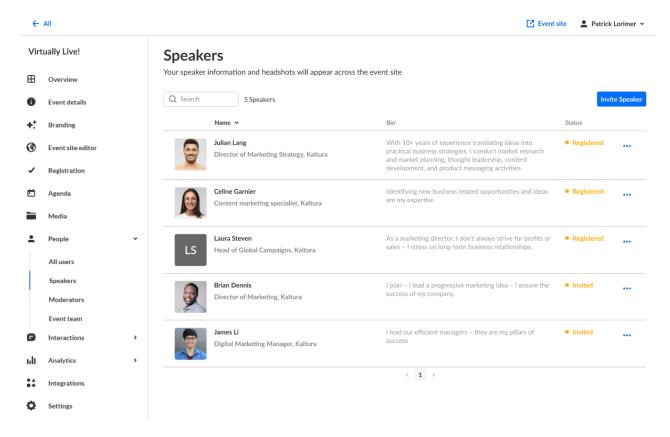
A notification asking you to confirm your action is displayed. Once the role is assigned, you cannot revert this action.

9. 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.

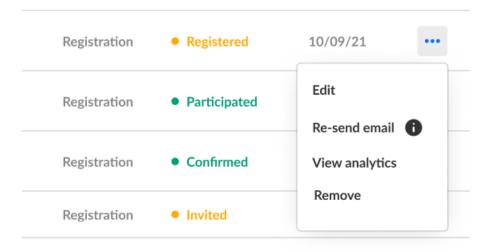




You can use the search option to locate specific speakers easily.

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			



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@kaltura.com	Moderator	Registration	Pre-event visit	10/09/21	•••
@kaltura.com	Attendee	Registration	Attended	10/09/21	•••
kaltura.com	Attendee	Registration	Attended	10/09/21	•••