

Create an Interactive session

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 This article is designated for all users.

About

Interactive sessions let attendees connect and collaborate during a virtual event. Hosts can run live demos, manage discussions, and use breakout rooms for smaller group interactions.

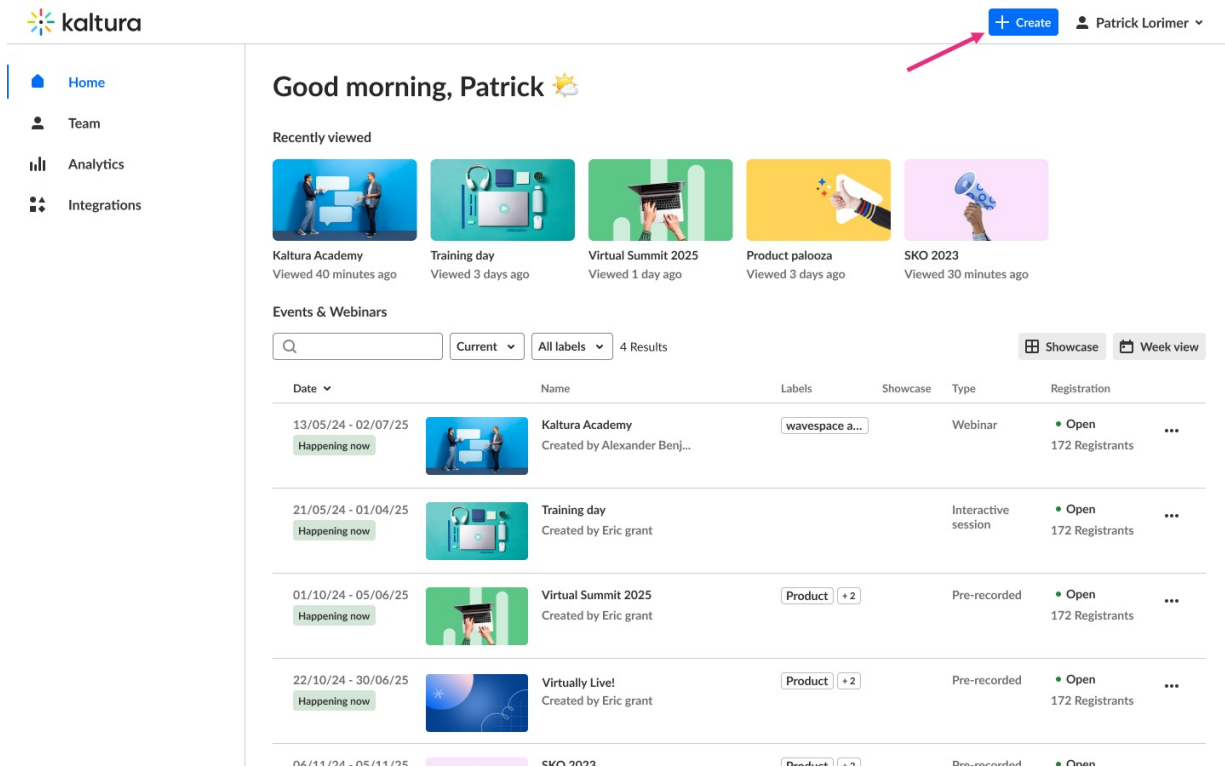
Built-in tools like chat, live polls, screen sharing, and a shared whiteboard help keep sessions engaging. Interactive sessions also work well for smaller follow-up discussions, such as Q&A with a speaker.



Interactive sessions support up to 100 participants, with a maximum of 30 on stage and the remaining 70 as viewers.

Create an Interactive session

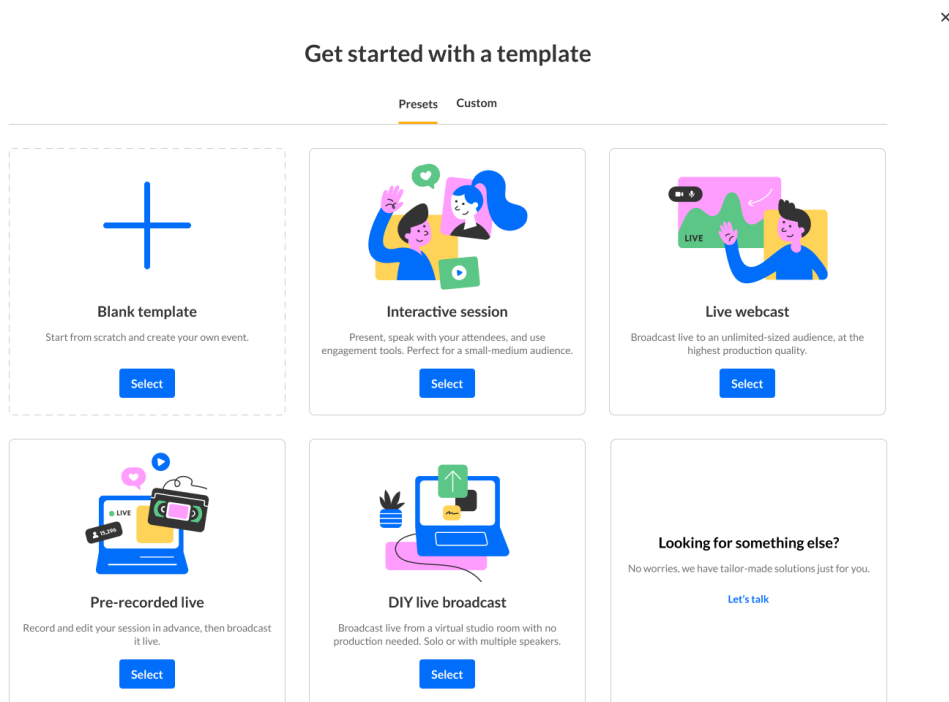
1. Log into your Kaltura Virtual Events account.
The homepage displays.
2. Click the blue **+ Create** button in the upper right corner of the screen.



The screenshot shows the Kaltura user interface. At the top right, there is a blue '+ Create' button, which is highlighted with a red arrow. To its right is the user's name 'Patrick Lorimer' with a dropdown arrow. The main content area is titled 'Good morning, Patrick' and features a 'Recently viewed' section with five cards: 'Kaltura Academy', 'Training day', 'Virtual Summit 2025', 'Product palooza', and 'SKO 2023'. Below this is an 'Events & Webinars' section with a search bar, filters, and a table of events.

Date	Name	Labels	Showcase	Type	Registration
13/05/24 - 02/07/25 Happening now	Kaltura Academy Created by Alexander Benj...	wavespace a...		Webinar	Open 172 Registrants
21/05/24 - 01/04/25 Happening now	Training day Created by Eric grant			Interactive session	Open 172 Registrants
01/10/24 - 05/06/25 Happening now	Virtual Summit 2025 Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants
22/10/24 - 30/06/25 Happening now	Virtually Live! Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants

The 'Get started with a template' page displays.

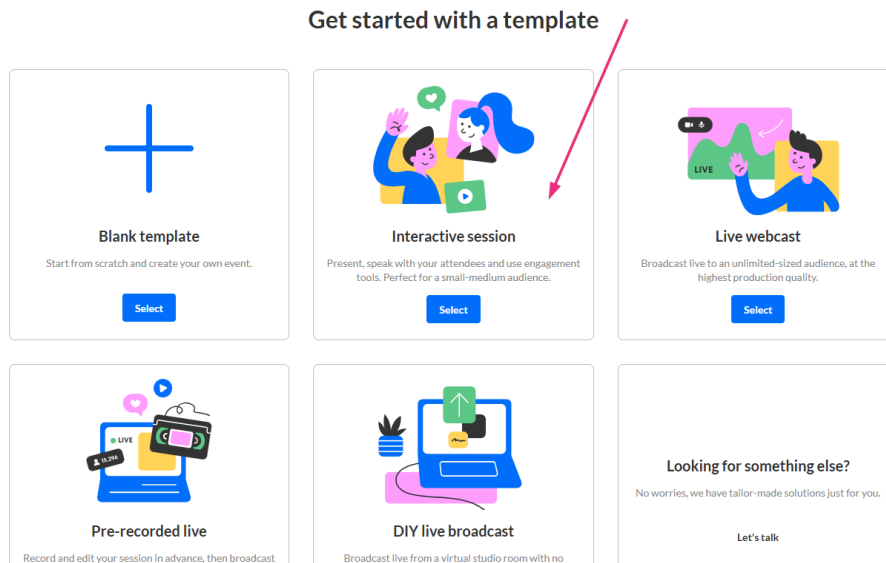


The screenshot shows the 'Get started with a template' page. It has two tabs: 'Presets' and 'Custom'. The 'Presets' tab is active, showing six template cards:

- Blank template**: Start from scratch and create your own event. [Select]
- Interactive session**: Present, speak with your attendees, and use engagement tools. Perfect for a small-medium audience. [Select]
- Live webcast**: Broadcast live to an unlimited-sized audience, at the highest production quality. [Select]
- Pre-recorded live**: Record and edit your session in advance, then broadcast it live. [Select]
- DIY live broadcast**: Broadcast live from a virtual studio room with no production needed. Solo or with multiple speakers. [Select]
- Looking for something else?**: No worries, we have tailor-made solutions just for you. [Let's talk]

If your Kaltura Virtual Events account includes Custom templates, the Get started with a template page shows two tabs: **Presets** and **Custom**. If Custom templates aren't configured, only Preset templates appear.

3. Choose the **Interactive session** template.



The 'Let's get started' window displays.

Let's get started

Start with a few details about your event

Title 0/120

Short description

B *i* U

- ☰
- ☰

[🔗](#)

Start time (required) **End time**

📅 dd/mm/yyyy

🕒 hh:mm

→

📅 dd/mm/yyyy

🕒 hh:mm

Time zone

Asia/Jerusalem (GMT+03:00) ▼

Attendees will log into the event with:

Login link via email

Email and password

[Create](#) [Cancel](#)

4. Complete the following details:

- **Title** - A title for your event (char limit is 120).
- **Short description** - A description for your event.
- **Start time** - The day and time your event will start.
- **End time** - The day and time your event will end.
- **Time zone** - The time zone for your event. The list of time zones is organized in alphabetical order by time zone name, then city name. This list is searchable and

as you start typing characters, a list of matching time zones will populate for you.

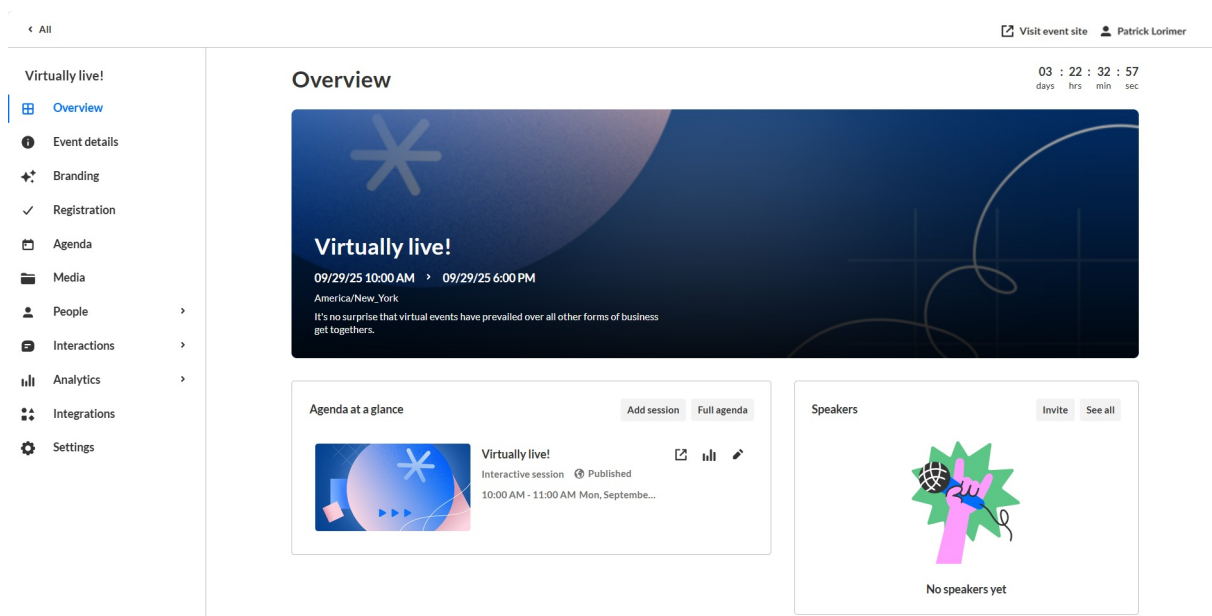
- o Choose whether attendees will log into the event with a login link via email (AKA Magic Link), or with an email and password. **This option is only available for Preset event templates and, after creation of event, can only be changed by Kaltura. On Custom event templates, this will be preconfigured by the template.**

5. Click **Create**.

The building process begins, which may take a few minutes.

View your new event

Once the event is created, it appears on the [Overview page](#), which opens by default. At this stage, the event site and registration aren't published yet.



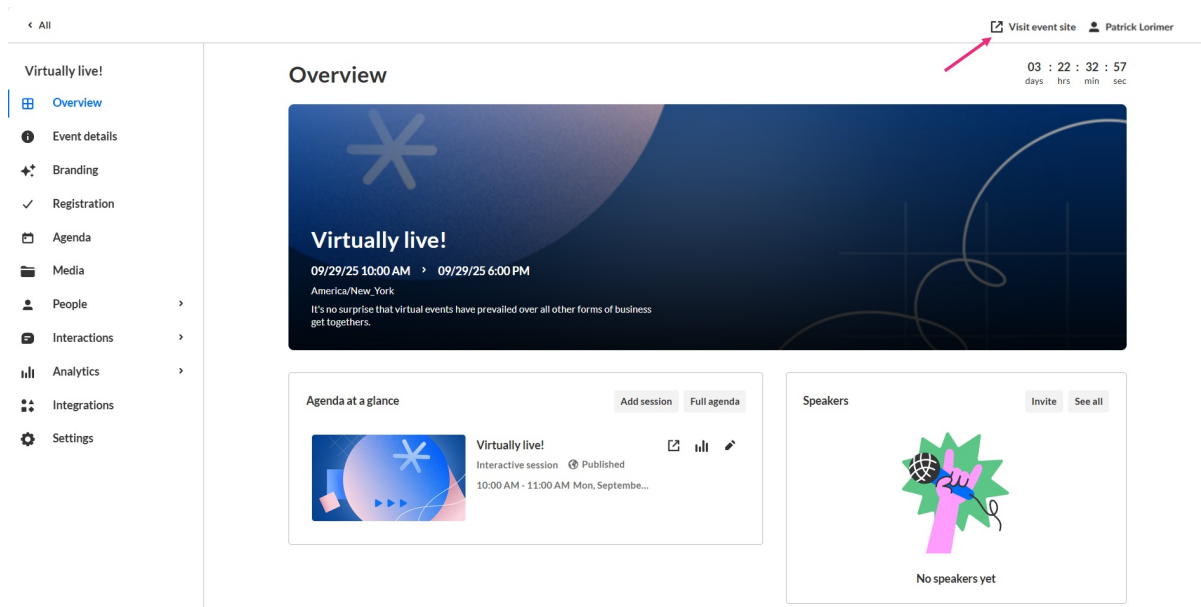
The Overview page shows key details, including:

- **Event status** - a countdown to when the event will start, "Happening now", or "Ended [time period] ago"
- **Event details** - name, scheduled date/time duration, time zone, and description (if provided).
- **Agenda at a glance** -A list of event sessions with access to each session's page, analytics, and editing options
 - o Click **Add session** to add a new session*
 - o Click **Full agenda** to open the Agenda page
- **Speakers** - A list of invited speakers, including headshots, bios (if provided),

registration status, and editing options

- Click **Invite** to add a speaker
- Click **See all** to open the Speakers page

The Overview page also includes a link to the event site. Click **Visit event site** at the top right corner to preview it.



To learn more, see [Getting to know your event site](#), [session page](#), [lobby page](#), and [main stage](#).

*For more information on adding sessions, see:

- [Add an Interactive Room session to your event](#)
- [Add a Live Webcast session to your event](#)
- [Add a Pre-recorded session to your event](#)
- [Add a DIY Live Webcast session to your event](#)