


# Overview page for events

Last Modified on 06/12/2026 6:23 pm IDT

 This article is designated for all users.

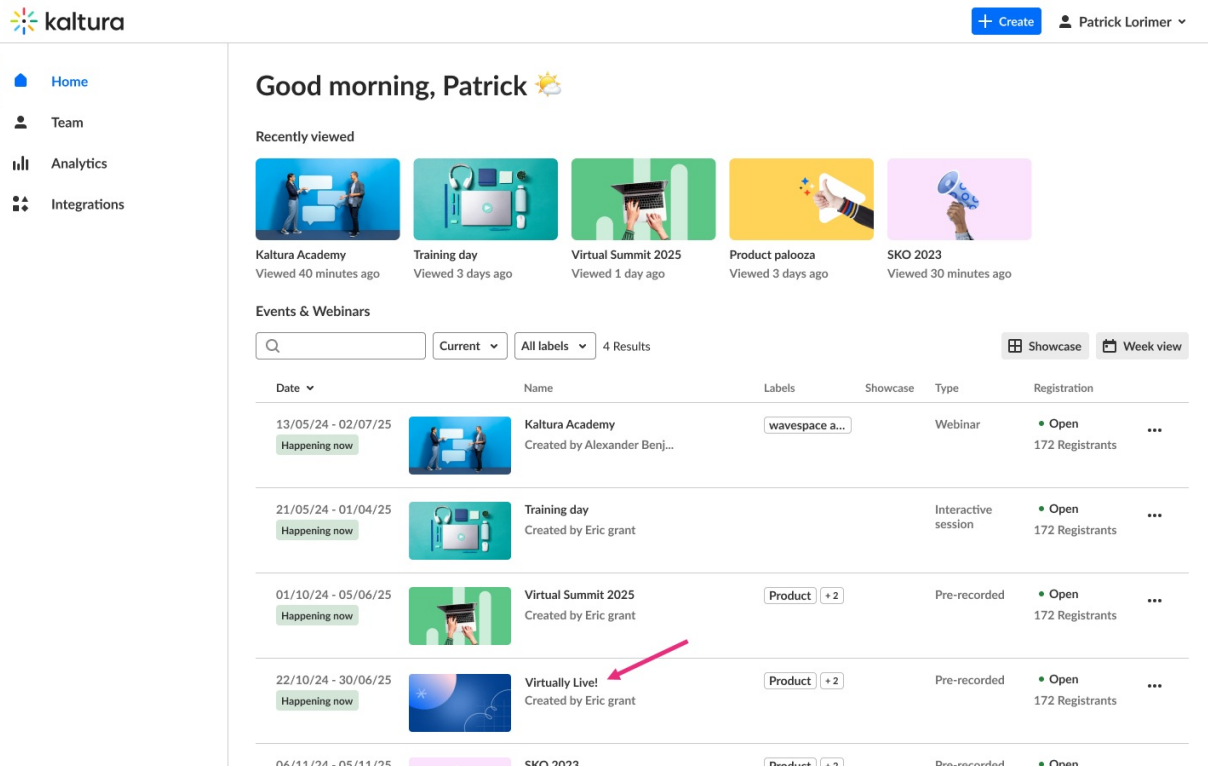
## About

The **Overview** page acts as the homepage for your event. The layout and available options on the Overview page depend on two factors: the type of event you're building (single session or multi-session) and the template you selected - Interactive session (multi-session only), Live webcast, Pre-recorded live, or DIY live broadcast.

 Looking for more information about single session events? Feel free to contact your Kaltura representative.

## Navigate to the Overview page

1. Log into your Kaltura Virtual Events account.  
The Kaltura Virtual Events Home page displays.
2. Click the event you want to view.

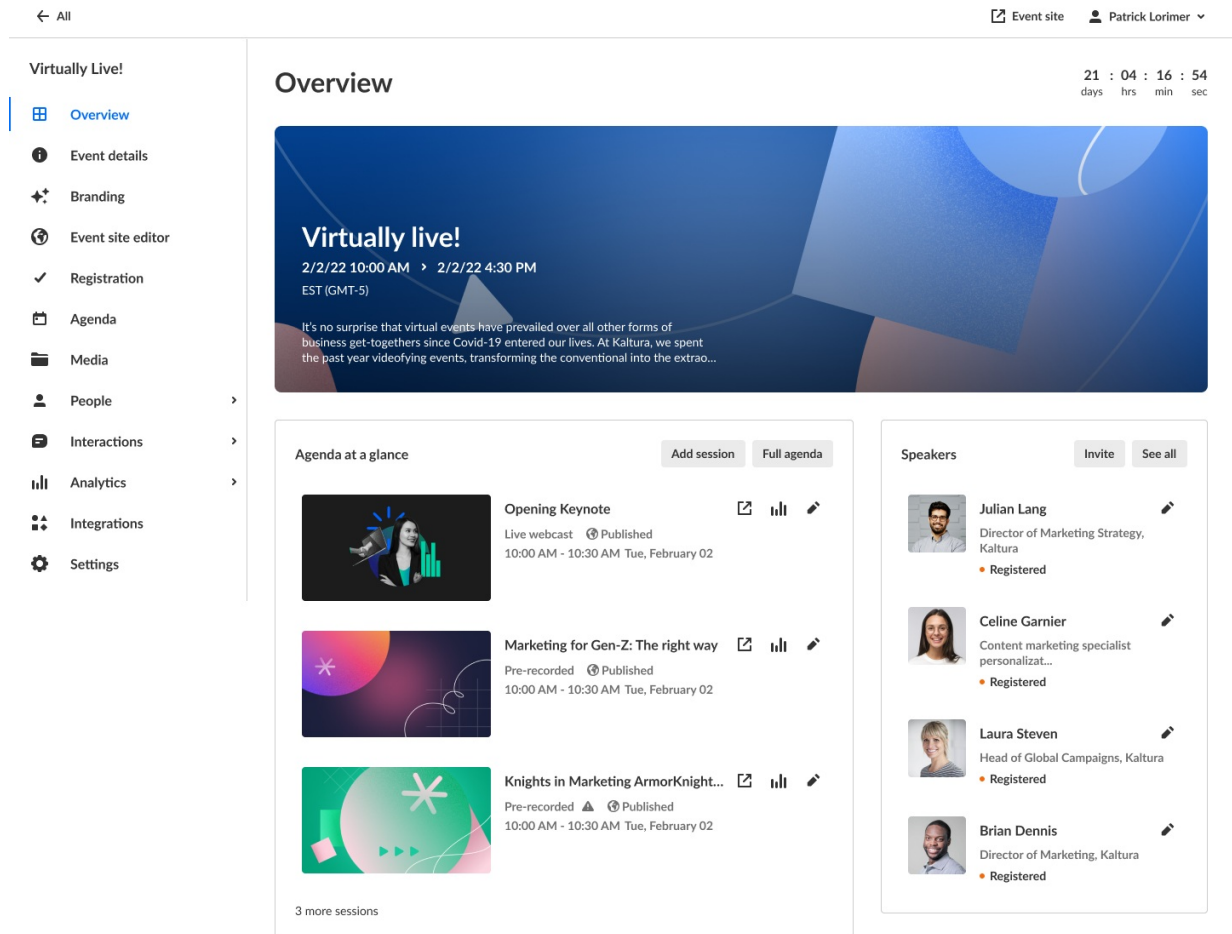


The screenshot shows the Kaltura Virtual Events Overview page. At the top, there is a navigation bar with the Kaltura logo, a '+ Create' button, and the user name 'Patrick Lorimer'. A sidebar on the left contains navigation links for Home, Team, Analytics, and Integrations. The main content area is titled 'Good morning, Patrick' and features a 'Recently viewed' section with five event 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. A pink arrow points to the 'Virtually Live!' event in the table.

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
06/11/24 - 05/11/25	SKO 2023	Product +2		Pre-recorded	Open

The 'Overview' page opens by default.

If you navigate away, just click **Overview** at the top of the left panel to return.



The screenshot shows the 'Overview' page for a virtual event titled 'Virtually Live!'. The page is divided into several sections:

- Header:** Includes a navigation menu on the left with options like 'Overview', 'Event details', 'Branding', etc. The main header shows the event title, dates (2/2/22 10:00 AM to 2/2/22 4:30 PM EST), and a countdown timer (21 days, 04 hours, 16 minutes, 54 seconds).
- Hero Section:** A large blue banner with the text 'Virtually live!' and a paragraph: '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:** A section with 'Add session' and 'Full agenda' buttons. It lists three sessions:
  - 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.
  - Knights in Marketing ArmorKnight...:** Pre-recorded, Published, 10:00 AM - 10:30 AM Tue, February 02.
- Speakers:** A section with 'Invite' and 'See all' buttons. It lists four speakers:
  - 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.

## Single session - Live webcast template

When creating your event, if you chose **Single session Live webcast**, the Overview page looks like this:

## Virtually Live!

## Overview

## Event details

## Branding

## Registration

## Media

## People

## Interactions

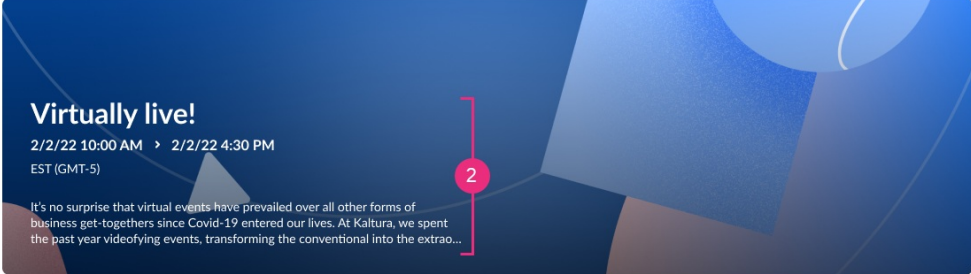
## Analytics

## Integrations

## Settings

## Overview

 1 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 videofying events, transforming the conventional into the extrao...

Set up your studio and manage the live stream

[Launch studio](#) [Copy link](#)

Event site for audience

[Visit event site](#) [Copy link to share with your registrants](#)

Share chat moderation app with your moderators

[Launch moderation app](#) [Copy app link to share with your moderators](#)

Assign resource location

Select a resource

Show Live stream details

Event controls [Create with AI](#)


**Basics**  
 Configure event basics: adjust settings and view event recordings.

**Captions**  
 Order live captions for streaming events or order/add captions to your on-demand content.

**Attachments**  
 Attach downloadable content to the event.


**Share & embed**  
 Stream anywhere anonymously with no registration required. Share live on social media.

Speakers [Invite](#) [See all](#)



No speakers yet

Moderators [Invite](#) [See all](#)



No moderators yet

This page displays the vital details of the event. It offers a centralized place to manage and customize event information. It includes the following:

- (1) Event status - A countdown to when the event will start, "Happening now", or "Ended [time period] ago"
- (2) Event name, scheduled date/time duration, time zone, and description (if provided).
- (3) Click **Launch studio** to activate your broadcast studio, add slides and images to your live session, and start broadcasting directly from a Kaltura webcast studio (if the stream has already been initiated through the encoder tool). Click **Copy link** to copy and share the link to the Studio with a moderator. See [Kaltura webcast studio](#) for complete information.

(4) Click **Visit event site** to access the event page. Click **Copy link** to copy and share a link to the event page with your registrants.

(5) Moderation links - Click **Launch moderation app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click **Copy app link** to share a link to the moderation app with your moderators.

(6) Assign resource location - Once you have a configured resource, it becomes available as a resource and appears in the live resource location list. You can then select it when creating your new live webcast event to easily stream from that source. See [Assign resource location](#) for complete information.

(7) Click **Show Live stream details** to access to live stream details. Copy and paste the live stream details into your broadcast app/encoder(s) to stream to this event. See [Obtain live stream details](#) for complete information. You can always hide the live stream details by clicking **Hide live stream details**.

(8) Access to [Content Lab](#) functionality - Click the **Create with AI** button to generate highlight clips, summaries, and chapters after your session. Access to event controls on the Basics, Captions, Attachments, and Share & embed screens. See [Event controls for a single session Live webcast event](#) for complete information.



The **Create with AI** button is only enabled when the session has a recording, the recording video is ready, its duration is longer than 60 seconds, and captions are available for the recording.

(9) Speakers and Moderators - Displays a list of speakers and moderators scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. You may click **Invite** to invite a new speaker or moderator to the event and **See all** to access the Speakers or Moderator page.

The Overview page also includes a link to the event site and the landing page; simply hover over the **Visit event site** button on the top right corner of the screen and make your selection.

## Single session - Pre-recorded live template

When creating your event, if you chose **Single session Pre-recorded live**, the Overview page looks like this:

## Virtually Live!

Overview

Event details

Branding

Registration

Media

People

Interactions

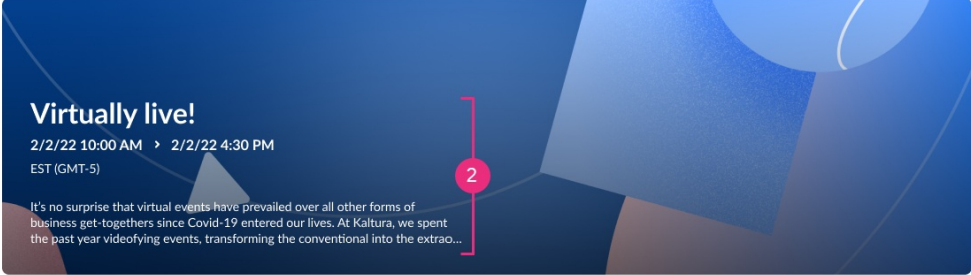
Analytics

Integrations

Settings

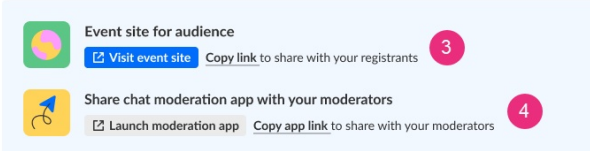
## Overview

 1 21 : 04 : 16 : 54  
 days hrs min sec



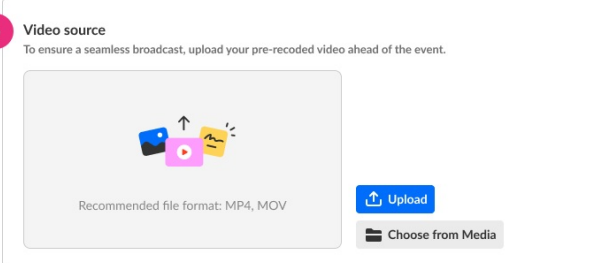
**Virtually live!**  
 2/2/22 10:00 AM → 2/2/22 4:30 PM  
 EST (GMT-5)

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 videofying events, transforming the conventional into the extrao...



**Event site for audience**  
 Visit event site Copy link to share with your registrants

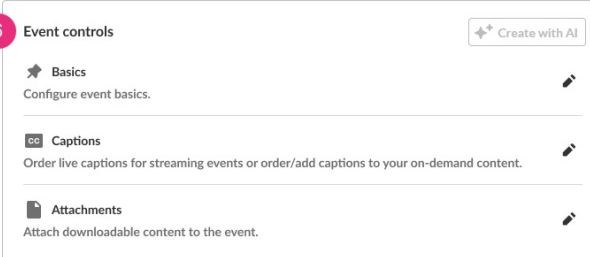
**Share chat moderation app with your moderators**  
 Launch moderation app Copy app link to share with your moderators



**Video source**  
 To ensure a seamless broadcast, upload your pre-recorded video ahead of the event.

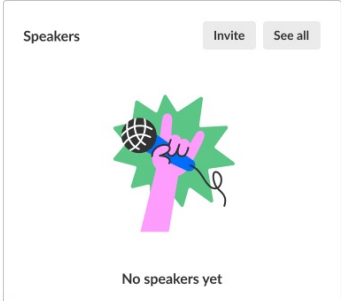
Recommended file format: MP4, MOV

Upload Choose from Media



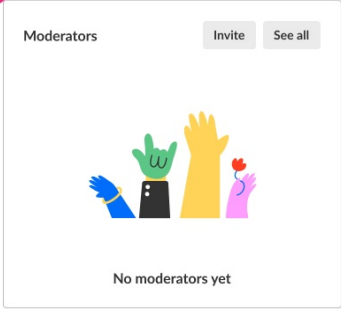
**Event controls** Create with AI

- Basics**  
Configure event basics.
- Captions**  
Order live captions for streaming events or order/add captions to your on-demand content.
- Attachments**  
Attach downloadable content to the event.



Speakers Invite See all

No speakers yet



Moderators Invite See all

No moderators yet

This page displays the vital details of the event. It offers a centralized place to manage and customize event information. It includes the following:

- (1) Event status - A countdown to when the event will start, "Happening now", or "Ended [time period] ago"
- (2) Event name, scheduled date/time duration, time zone, and description (if provided).
- (3) Click **Visit event site** to access the event page. Click **Copy link** to copy and share a link to the event page with your registrants.
- (4) Moderation links - Click **Launch moderation app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click

**Copy app link** to share a link to the moderation app with your moderators.

(5) Video source - Ahead of the event you can upload your pre-recorded video or choose a video from the media you've already uploaded to the site:

- Click **Upload** and choose the desired media from your computer (we recommend MP4 and MOV file formats), or click **Choose from media** and select from media that has already been uploaded to the event site via the Media page (for more information, see [Manage Media for your Event](#)).

The upload status appears in this window, and you can cancel the upload while it's processing.



The video must match the scheduled session duration exactly. If the video is longer than the session time, a warning message appears.



- To avoid interruptions, make sure the video finishes uploading before the event starts. Uploading is disabled 30 minutes before the start time and remains disabled while the event is live.
- If you still need to upload media close to the start time, consider postponing the event.

(6) Access to [Content Lab](#) functionality - Click the **Create with AI** button to generate highlight clips, summaries, and chapters after your session. Access to event controls on the Basics, Captions, and Attachments screens. See [Event controls for a single session Pre-recorded live event](#) for complete information.



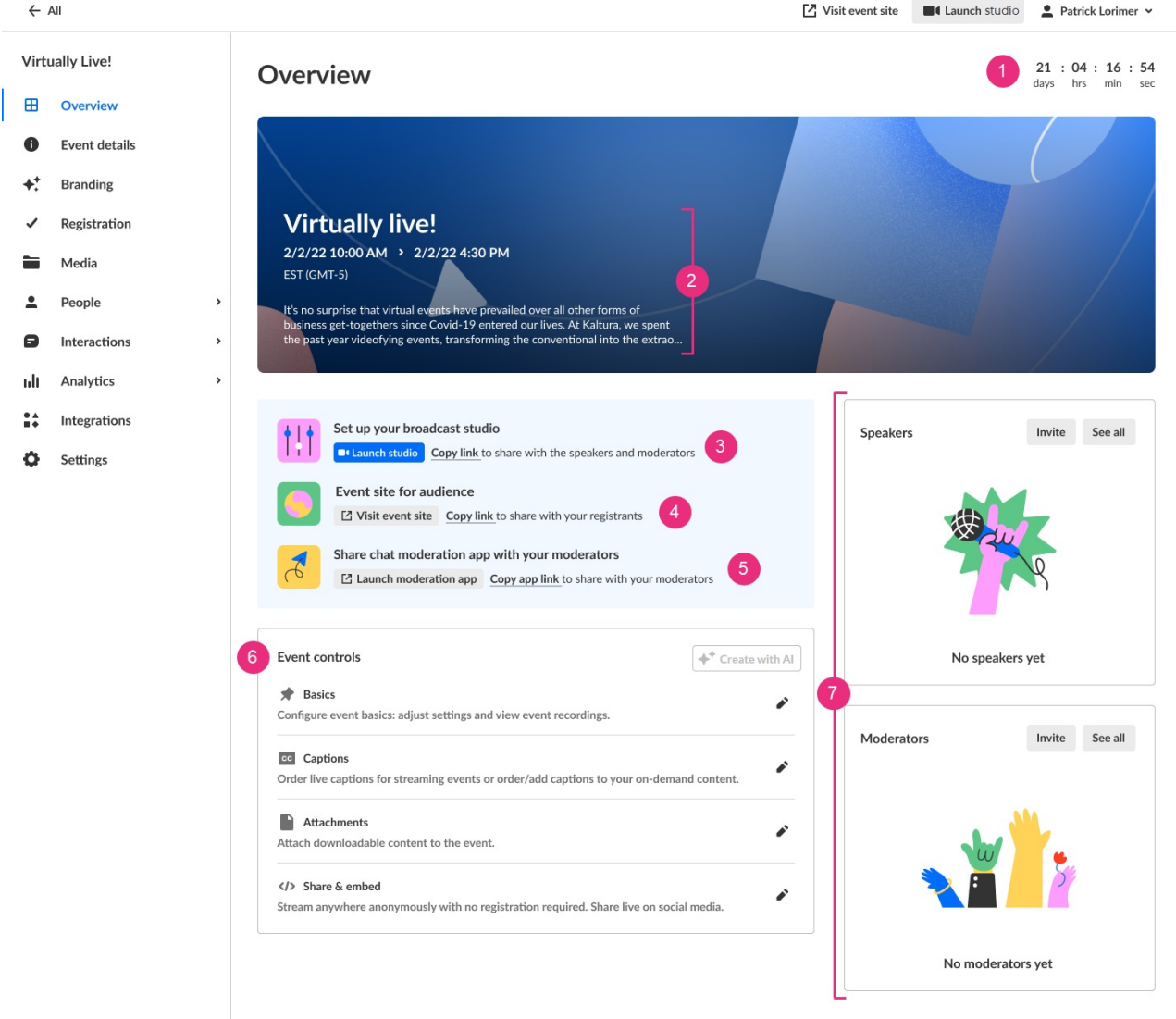
The **Create with AI** button is only enabled when the session has a recording, the recording video is ready, its duration is longer than 60 seconds, and captions are available for the recording.

(7) Speakers and Moderators - Displays a list of speakers and moderators scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. Click **Invite** to invite a new speaker or moderator to the event and **See all** to access the Speakers or Moderator page.

The Overview page also includes a link to the event site and the landing page; simply hover over the Visit event site button on the top right corner of the screen and make your selection.

## Single session - DIY live broadcast template

When creating your event, if you chose **Single session DIY live broadcast**, the Overview page looks like this:



This page displays the vital details of the event. It offers a centralized place to manage and customize event information. It includes the following:

- (1) Event status - A countdown to when the event will start, "Happening now", or "Ended [time period] ago"
- (2) Event name, scheduled date/time duration, time zone, and description (if provided).
- (3) Click **Launch studio** to activate your broadcast studio, add files to your playlist, and start broadcasting directly from a Kaltura Studio room. Click **Copy link** to copy and share the link to the Studio with moderators and speakers. See [Kaltura Studio](#)

[room](#) for complete information.

(4) Click **Visit event site** to access the event page. Click **Copy link** to copy and share a link to the event page with your registrants.

(5) Moderation links - Click **Launch moderation app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click **Copy app link** to share a link to the moderation app with your moderators.

(6) Access to [Content Lab](#) functionality - Click the **Create with AI** button to generate highlight clips, summaries, and chapters after your session. Access to event controls on the Basics, Captions, Attachments, and Share & embed screens. See [Event controls for a single session DIY live webcast event](#) for complete information.



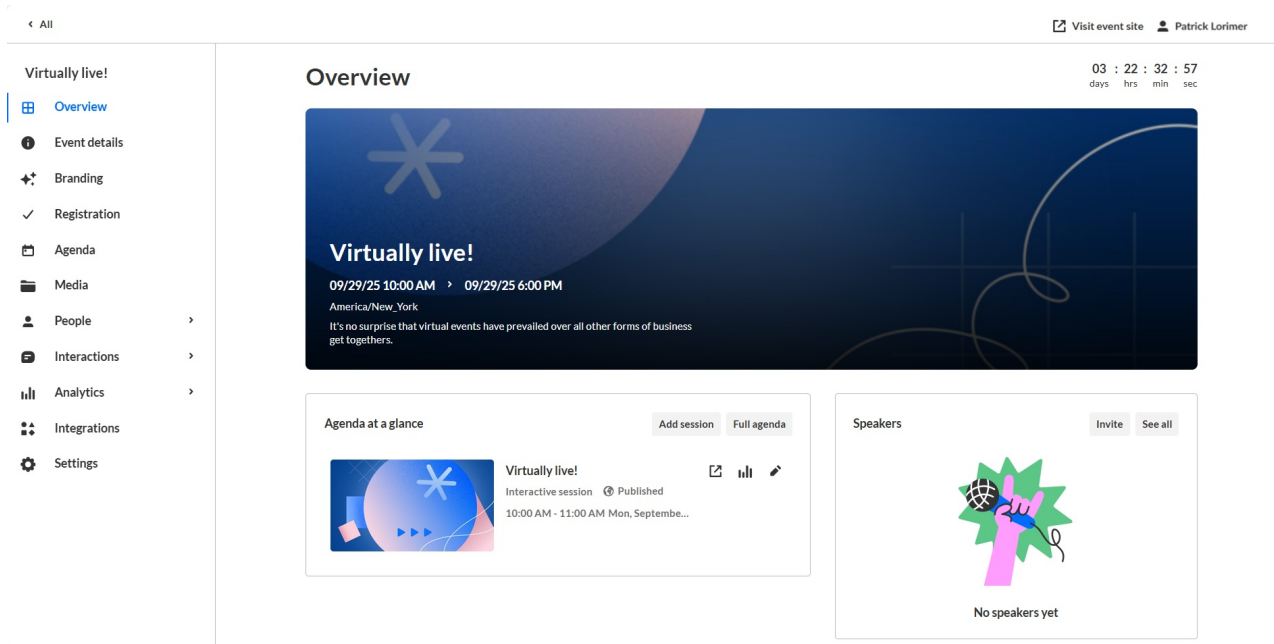
The **Create with AI** button is only enabled when the session has a recording, the recording video is ready, its duration is longer than 60 seconds, and captions are available for the recording.

(7) Speakers and Moderators - Displays a list of speakers and moderators scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. Click **Invite** to invite a new speaker or moderator to the event and **See all** to access the Speakers or Moderator page.

The Overview page also includes a link to the event site and the landing page; simply hover over the Visit event site button on the top right corner of the screen and make your selection.

## Multi-session - All templates

If you chose **Multi session for any template**, the Overview page looks like this:



This page displays the vital details of the event. Information displayed includes:

- Event status - A countdown to when the event will start, "Happening now", or "Ended [time period] ago"
- Event name, scheduled date/time duration, time zone, and description (if provided).
- Agenda at a glance - Displays a list of event sessions, including access to the session page, session analytics, and editing capabilities for each. You may click **Add session\*** to add a new session to your event and **Full agenda** to access the Agenda page.
- Speakers - Displays a list of speakers scheduled for the event, including headshot and bio (if provided), registration status, and access to editing capabilities for each. Click **Invite** to invite a new speaker to the event and **See all** to access the Speakers page.

The Overview page also includes a link to the event site; simply click the **Visit event site** button on the top right corner of the screen. To learn more about your event site, see [Getting to know your event site, session page, lobby page, and main stage](#) .

\*For more information on adding sessions, see the following articles:

[Add an Interactive Room session](#)

[Add a Live Webcast session](#)

[Add a Pre-recorded session](#)

[Add a DIY Live Webcast session](#)