

Add an Interactive Room session to your event

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 This article is designated for all users.

About

This article explains how to add an Interactive room session to a multi-session event.

Interactive rooms allow attendees to connect with others during your virtual event. Hosts can use this collaboration space to provide demos with advanced moderation controls, breakout rooms that allow smaller group interactions, and so much more! Engage attendees through interactive tools like chat, breakout rooms, live polls, screen sharing, whiteboard, and more. Enhance your event experience by adding an interactive session with the speaker right after the session for a small group of attendees to interact with the speaker in a more intimate environment.



This article applies only to **multi-session events**.



Some behavior described here applies to a non-default configuration. Customer-specific variations are highlighted where applicable.

Add an Interactive Room session

1. From the Kaltura Events home page, click on the event you want to manage.

Kaltura + Create Patrick Lorimer

Home Team Analytics Integrations

Good morning, Patrick 🌞

Recently viewed

- Kaltura Academy Viewed 40 minutes ago
- Training day Viewed 3 days ago
- Virtual Summit 2025 Viewed 1 day ago
- Product palooza Viewed 3 days ago
- SKO 2023 Viewed 30 minutes ago
- Virtually Live! Viewed 3 days ago

Events & Webinars

Search: [] Current [v] All labels [v] 4 Results [Showcase] [Week view]

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	Virtually Live! Created by Eric grant			Interactive session	Open 172 Registrants
01/10/24 - 05/06/25	Virtual Summit 2025 Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants
22/10/24 - 30/06/25	Product palooza Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants
06/11/24 - 05/11/25	SKO 2023 Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants

The **Overview** page displays.

← All Event site Patrick Lorimer

Virtually Live!

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

Agenda at a glance [Add session] [Full agenda]

- 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 [Invite] [See all]

- Julian Lang**
Director of Marketing Strategy, Kaltura
Registered
- Celine Garnier**
Content marketing specialist personalizat...
Registered

There are two ways to add an Interactive Room session to your event:

- On the Overview page, in the **Agenda at a glance** section click **Add session**.

← All Event site Patrick Lorimer

Virtually Live!

- Overview**
- Event details
- Branding
- Event site editor
- Registration
- Agenda
- Media
- People
- Interactions
- Analytics
- Integrations
- Settings

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Agenda at a glance

Add session
Full agenda



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Speakers

Invite See all



Julian Lang
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Registered

o On the Agenda page click **+ Add session**.

← All Event site Patrick Lorimer

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Agenda

EST (GMT-5) + Add session

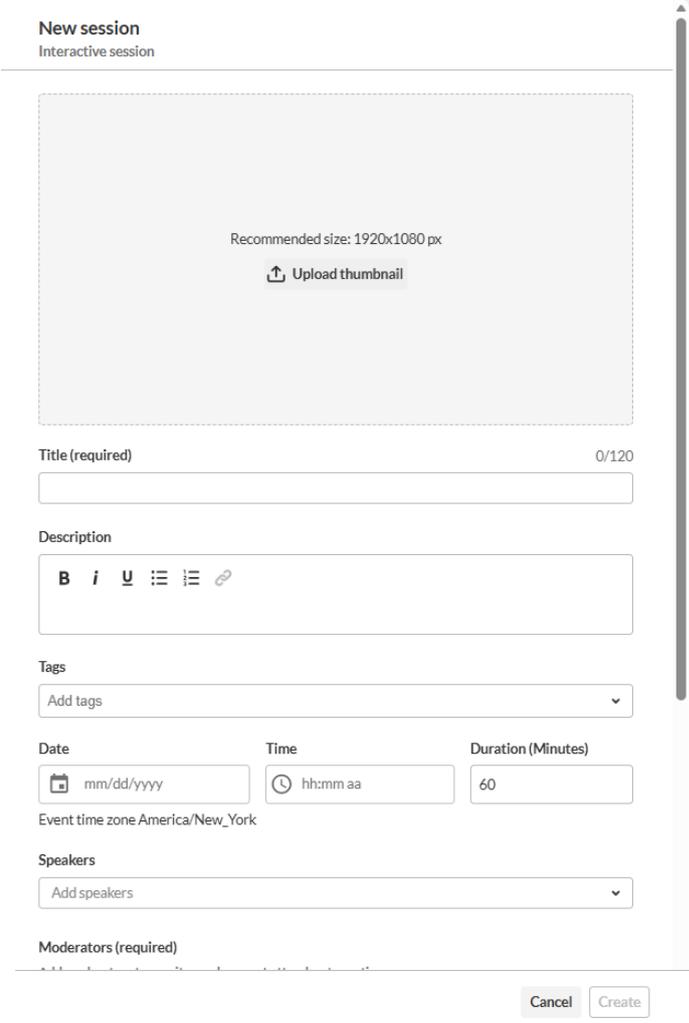
Date and time	Name	RSVP	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	 Opening Keynote Live Webcast	16	SN +2	Published
10:30 AM - 11:00 AM Tue, September 20, 2024	 Marketing for Gen-Z: The right way Interactive Room	16		Unlisted
1:00 PM - 1:30 PM Tue, September 20, 2024	 Demystifying Marketing Automation Pre-recorded	16		Private
2:00 PM - 3:30 PM Tue, September 20, 2024	 Video Experience Delivery DIY Live Broadcast	16	+2	Published

< 1 >

The Add session pop-up screen displays.

-  **Interactive room**
Speak with your attendees, maximize the conversation.
Perfect for a small to medium size audience
-  **Live webcast**
Deliver a production-level presentation or session in real time
to a very large audience.
-  **Pre-recorded**
Save time by pre-recording speaker presentations or simply
present your session live to a very large audience.
-  **DIY live webcast**
Broadcast high quality live session directly from your browser,
no production needed

2. Select **Interactive room**. The 'New session' panel displays.



New session
Interactive session

Recommended size: 1920x1080 px
Upload thumbnail

Title (required) 0/120

Description

Tags

Date Time Duration (Minutes)

Event time zone America/New_York

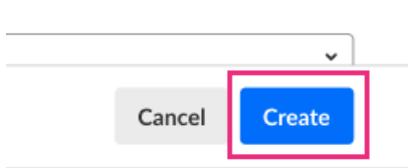
Speakers

Moderators (required)

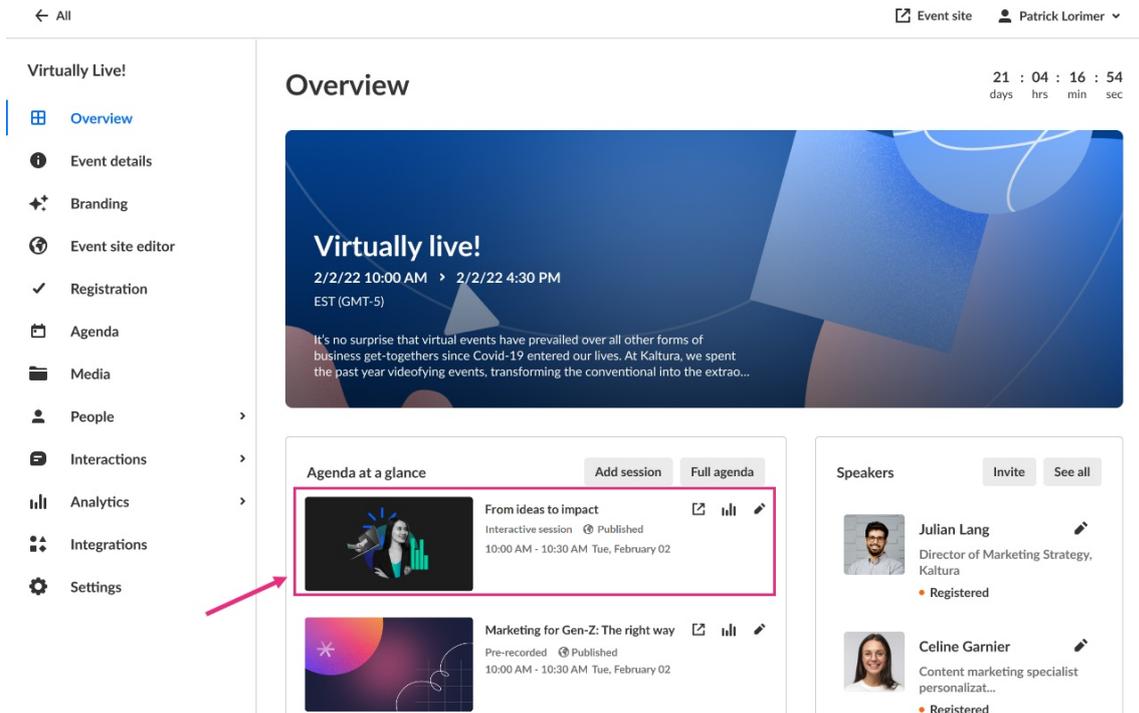
Cancel Create

3. Fill in the required fields and any additional information you want to display on the agenda (see [the section below](#) for details).

4. When you're finished, click the blue **Create** button at the bottom right.



Your new session is added and appears on the **Overview** page.



Session details

Complete the required fields and any additional information you want to show on the agenda.

Thumbnail image

Click **Upload thumbnail** to upload an image (recommended size: 1920 × 1080 px)

Title (required)

Type a title for your session (up to 120 characters; characters < and > aren't supported).

Description

Type a description for your session.



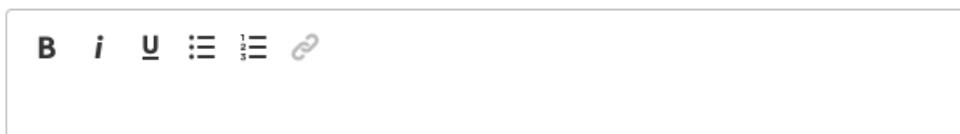
When entering a URL in the Description field, use **http(s)://** (full path) for external links.

Tags

Apply existing tags or create new ones for your session. You can then filter your [Agenda page](#) and the [Agenda section of Page builder](#) based on these unique tags.

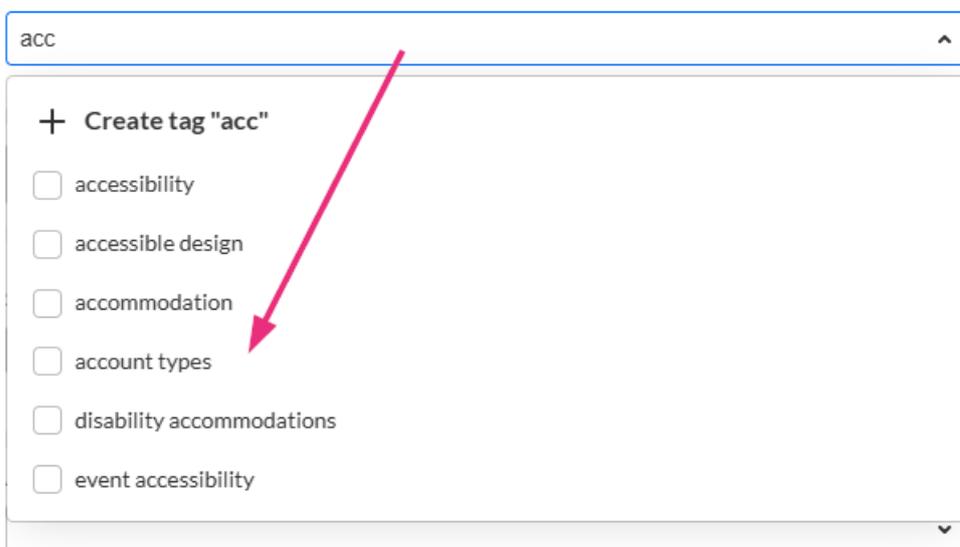
- **To add an existing tag**, start typing and select it from the list

Description



A text input field for the session description. Above the input area is a toolbar containing icons for bold (B), italic (i), underline (U), bulleted list, numbered list, and a link icon.

Tags



A tags selection interface. At the top is a search input field containing the text "acc". Below the search field is a list of tags, each with a checkbox and a label: "accessibility", "accessible design", "accommodation", "account types", "disability accommodations", and "event accessibility". A red arrow points from the search input field to the "accommodation" tag.

- **To create a new tag**, type your new tag in the Add tags field, then click **+Create tag "[tag name]"**.
- **To detach a tag from a session**, click "X".



Session tags are visible to event attendees.

Date and time (required)

- **Date** (required) - Select the session start date
- **Time** (required) - Select the session start time

- **Duration** (required) - Enter the session length in minutes (max is 1440 minutes = 24 hours).

Speakers

Add speakers who have already been assigned a **Speaker** role in the event.

Start typing the name and select it from the list

Date	Time	Duration (Minutes)
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm aa"/>	<input type="text" value="60"/>

Event time zone Asia/Jerusalem

Speakers

LS Louise Smith louise.██████@kaltura.com

If no results are found, click **Invite a speaker**. This re-directs you to the [Speakers page](#) where you can invite speakers to your event.

Speakers

No results found
Can't find a speaker?

Invite a speaker

Share chat moderation app with your moderators

Share a link with your moderators to manage and support attendees during the session through our chat moderation app.

You can:

- Reorder speakers using the **six dots** to the left
- Show or hide speakers using the **eye** icon

- Remove speakers using the **trash** icon
- Set speaker permissions to **Simple speaker** or **Advanced speaker**

Speakers

Add speakers

1		Julian Lang	Advanced ^		
2		Celine Garnier			
3		Jon Steven			
4		Brian Dennis			
5		James Li	Simple v		

Simple speaker (Default)
Simple capabilities with back channel access, without content sharing.

Advanced speaker ✓
All Simple speaker capabilities plus content presentation and audience interaction tools.

✓

- To see a list of all available speakers, leave the Speakers field empty. You can browse the list and click to select speakers.
- Speakers are displayed on the event agenda in the same order you select them here.
- Click outside of the Speakers area to see the speaker line up.

Moderators (required)

To add moderators to this session, start typing the name of a user who has been assigned a Moderator role, and select the moderator from the list.

Moderators (required)

Add moderators to monitor and support attendees' questions

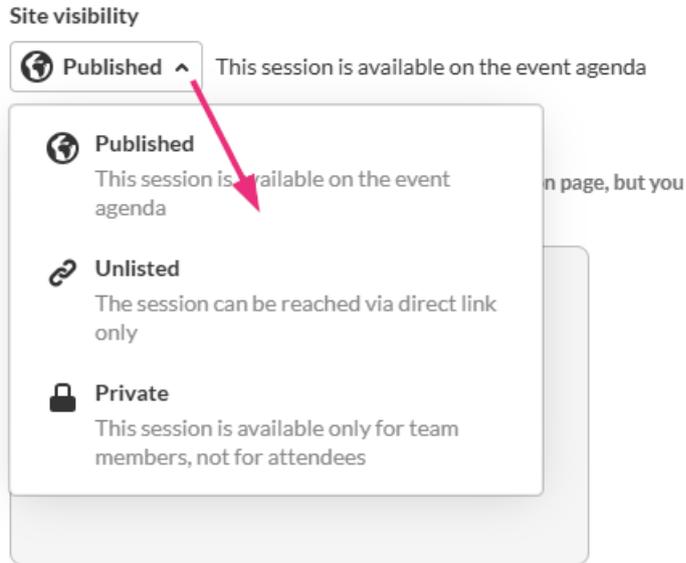
John

<input type="checkbox"/>	JB John Baker john.baker@ABCcompany.com	
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Site visibility

Choose one of the following options from the drop-down menu:

- **Private** – Visible to team members only
- **Unlisted** – Accessible via direct link only
- **Published** – Visible on the event agenda



Certification

Click the check box if you would like to assign this session to your Continuing Professional Education (CPE) program.

Additional information

This section appears only if your account includes custom metadata. The fields in the **Additional information** section can be used to:

- Capture internal session details
- Support certification or CPE requirements