Agenda tab - Add and edit Interactive Room session

This article describes how to add and edit an Interactive room session.

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.

Add Interactive room session

There are two ways to add a session to your event:

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

The Add session pop-up screen displays.

Select Interactive room. The New session screen displays.

1. You may add the following information:
    - **Header** - Click **Upload thumbnail** and choose the desired file. We recommend using an image size of 1920x1080 px.
    - **Title** (required) - A title for your session (char limit is 120). **Please note:** Characters "<" and ">" are not supported.
    - **Description** - A description for your session.
    - **Date** (required) - The day your session will start.
    - **Time** (required) - The time your session will start.
    - **Duration** (required) - The duration of your session (in minutes). Max duration is 1440 minutes (24 hours).
2. To add speakers to this session, click in the Speakers field and start typing the name of a user who has been assigned a Speaker role. The name is auto filled. Click to select the user.

    If no results are found, click **Invite speaker**. This re-directs you to the Speakers page where you can invite speakers to your event.
3. To add moderators (required) to this session, click in Moderators (required) field

and start typing the name of a user who has been assigned a Moderator role. The name is auto filled. Click to select the user.

If no results are found, click **Invite moderator**. This re-directs you to the Moderators page where you can invite moderators to your event.

> Team members who created the event (AKA "Event Managers") are **automatically** assigned as Moderator to both the event they created (at the "Event Level") and the first session that was created as part of the event (at the "Session Level").

4. Choose visibility of the session.
   Private - The session will be available only for team members, not for attendees.
   Unlisted - The session will be reachable via direct link only.
   Published - The session will be available on the event agenda.
5. Once you are finished completing the fields, click **Create**. (The **Create** button is enabled only after you've begun filling in the fields.) The new session is now added to your event.

Edit Interactive room session

There are two ways to reach session editing capabilities:

- On the Event Overview page, in the Agenda at a glance section, hover over the session you would like to edit, then click the blue pencil (edit) icon.
- On the Event Agenda page, click the name of the session, or the three blue dots to the right of the session and choose **Edit**.

The Edit session page displays with the Basics tab open by default.

Make appropriate edits on the Basics tab.

> The Save changes button displays *only after* you make an edit to the information.

Once you are finished editing the session details, click **Save changes**. The session is now updated with the new information.

Manage attachments for your session

Provide your audience a greater immersive experience and more value by enriching your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your session on the Attachments tab.

Supported file types consist of the following:

- Media files - *.mts;*.MTS;*.qt;*.QT;*.mov;*.MOV;*.mpeg;*.MPEG; *.avi;*.AVI;*.mp4; *.MP4; *.vob;*.VOB;*.flv; *.FLV; *.f4v; *.F4V; *.asf;*.ASF; *.wmv;*.WMV;*.m4v;*.M4V;*.3gp;*.3GP; *.mkv;*.MKV;*.arf;*.ARF; *.webm;*.WEBM; *.mxf;*.MXF
- Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx', 'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxt','swf','pdf'
- Image files - 'jpg', 'jpeg', 'bmp', 'png', 'gif', 'tif', 'tiff'

Upload attachments to your session

1. Access the Edit Session page.
2. Click on the **Attachments** tab.
3. Click on the **Upload** button and choose desired file(s).
   The progress of your upload is displayed.
   When complete, you receive notification of successful upload.

Edit attachments on your session

1. Access the Edit Session page.
2. Click on the **Attachments** tab.
3. Click the three blue dots to the right of the attachment and choose Edit.
   The Edit details screen displays.
4. Type the title and description (optional). The title should be a more descriptive name for this file. The description should provide context on the file's content. Both will be visible to your attendees.
5. Click **Save changes**.

Download attachments from your session

1. Access the Edit Session page.
2. Click on the **Attachments** tab.
3. Click the three blue dots to the right of the attachment and choose Download.
   The attachment is downloaded to your machine.

Get information on attachments in your session

1. Access the Edit Session page.
2. Click on the **Attachments** tab.
3. Click the three blue dots to the right of the attachment and choose More info.

   Addition information displays about the attachment.

4. Click "X" to exit the screen.

Delete attachments from your session

1. Access the Edit Session page.
2. Click on the **Attachments** tab.
3. Click the three blue dots to the right of the attachment and choose Delete.

   You are asked to confirm your action.

4. Click **Delete**.
   When complete, you receive notification of successful deletion.

Launch Interactive session

1. Navigate to the session. There are two ways to reach the session:
   a. On the Event Overview page, in the Agenda at a glance section, hover over the session, then click the blue box with arrow (go to session) icon.
   b. On the Event Agenda page, click the blue box with arrow (go to session) icon to the right of the session.

      The session displays.

2. Click the **Start Meeting** button to launch the session. The Kaltura room displays.

Next up! Go to the Meeting room to learn more about the Kaltura meeting experience.

[template("cat-subscribe")]