

Agenda tab - Add and edit Interactive Room session

Last Modified on 04/09/2025 7:01 pm IDT

 This article is designated for all users.

About

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**.

Agenda at a glance

[Add session](#)

[Full agenda](#)



Sales Kick-off 2024

Interactive session  Published

10:00 AM - 11:00 AM Mon, April 29

- On the Event Agenda page, click **+ Add session**.

[Event site](#)
EP NVD 5112732


[Sales Kick-off 2024](#)

[Overview](#)
[Event details](#)
[Branding](#)
[Event site editor](#)
[Registration](#)
[Agenda](#)
[Media](#)
[People](#)
[Interactions](#)
[Analytics](#)
[Integrations](#)
[Settings](#)





Agenda

All
1 Session

America/New_York
Add session

Date and time	Name	Speakers	Site visibility
10:00 AM - 11:00 AM Mon, April 29	 Sales Kick-off 2024 Interactive session		Published

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

Select **Interactive room**. The New session - Interactive session screen displays.

New session




Interactive session

Recommended size: 1920x1080 px

 Upload thumbnail

Title (required) 0/120

Description

B *i* u   

Tags

Add tags ▼

Date	Time	Duration (Minutes)
<input style="width: 90%;" type="text" value="08/16/23"/>	<input style="width: 90%;" type="text" value="4:30 pm"/>	<input style="width: 90%;" type="text" value="30"/>

Speakers


Add speakers ▼

Moderators (required) 

Add moderators to monitor and support attendees' questions

Add moderators ▼

Visibility

 Published ▼

This session is available on the event agenda

Cancel

Create

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** - Type a description for your session.
- **Tags** - Apply existing or create new useful, relevant tags for your session to help categorize it within the event. You may then filter your [Agenda page](#) and the [Agenda section of Page builder](#) based on these unique tags.
 - **To apply a tag** - Click in the Add tags field. Start typing the first few letters of

a tag and a list of matching tags will populate for you. Click to select the checkbox next to the desired tag.

people's every day, anywhere on the customer journey.

Tags

Connect X Keynote X SEO Solutions ^

+ Create tag "SEO Solutions"

☒ Connect

☐ Enterprise


☒ Keynote

☐ Sales

☐ Strategy Showcase

☐ Social Media Insights

☐ Tech


 Published

This session is available on the event agenda

- **To create a new tag** - Type your new tag in the Add tags field, then click **+ Create tag "[tag name]"**.


people's every day, anywhere on the customer journey.

Tags

SEO Solutions ^

+ Create tag "SEO Solutions"

- **To detach a tag from a session**, simply click "X".

 Session tags are visible to event attendees.

- **Date** (required) - Choose the day your session will start.
 - **Time** (required) - Choose the time your session will start.
 - **Duration** (required) - Choose 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.

Speakers

☐ **CP** **Connie Peters** connie.peters@ABCcompany.com

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

- 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.

Moderators (required)
Add moderators to monitor and support attendees' questions

☐ **JB** **John Baker** john.baker@ABCcompany.com

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 Organizers") 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").

- 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.
- 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 an 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.

Agenda at a glance



[Add session](#)
[Full agenda](#)




Spring Sales Event

Live webcast

8:00 AM - 9:00 AM Wed, March 15



Meet the Team

Interactive session

8:30 AM - 9:00 AM Wed, March 15

- 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**.

[← All](#)
[Event site](#)
Kaltura Marketing

Virtually Live!

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

Agenda

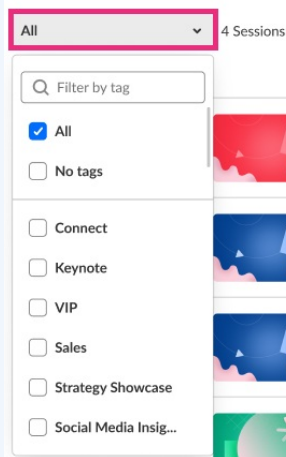
All
5 Sessions
EST (GMT-5)
Add Session

Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM September 20, 2021	Opening Keynote Pre-recorded	SN [3 icons] +2	Published
10:30 AM - 11:00 AM September 20, 2021	Virtually Live Interactive Room	SN [3 icons] +2	Unlisted
1:00 PM - 1:30 PM September 20, 2021	Marketing for Gen-Z: The right way Pre-recorded	SN [2 icons]	<div> Edit View analytics Publish on Video portal Delete </div>
2:00 PM - 3:30 PM September 20, 2021	Demystifying Marketing Automation Live Webcast	[2 icons]	
3:00 PM - 4:30 PM September 20, 2021	Marketing for Gen-Z: The right way deep dive Live Webcast	[1 icon]	

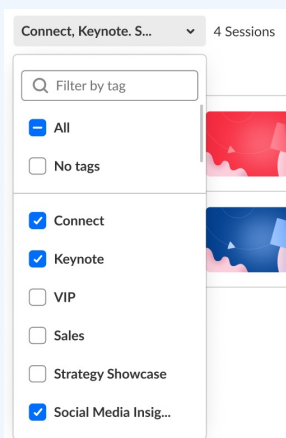


Filter Agenda page by tags - You may filter and search for sessions by tag(s).

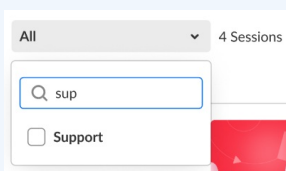
Click in the All field. A list of available tags display.



In our example below, we have clicked the checkboxes to filter the agenda by the tags "Connect", "Keynote", and "Social Media Insight".



You may also start typing the first few letters of a tag and a list of matching tags will populate for you. You may then click the checkbox to filter by that tag.



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



Meet and Greet

B *i* u ☰ ☷ 🔗

Join us to get to know the new team!

Add tags

02/24/2025

02/24/2025 03:00 pm

 02/24/2025

 03:00 pm

60

Add speakers

 Add moderators

Published ▼

Modified: February 5, 2025 3:52 PM

8


Meet and Greet


Interactive session

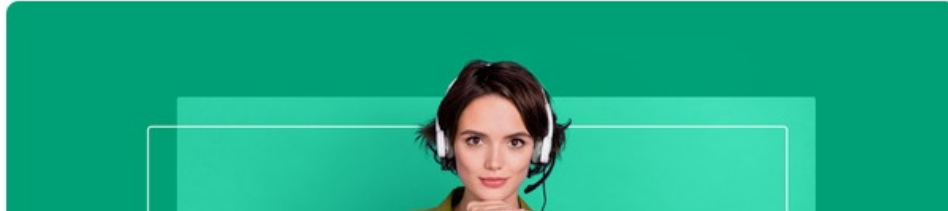


Basics

Attachments

 Visit session page

 Copy session link



You are redirected to the session page.

Share a direct link to the session page

You may copy a direct link to the session page for sharing purposes.

1. Access the [Edit Session](#) page.
2. Click on the **Basics** tab.
3. Click **Copy link**.


Meet and Greet


Interactive session

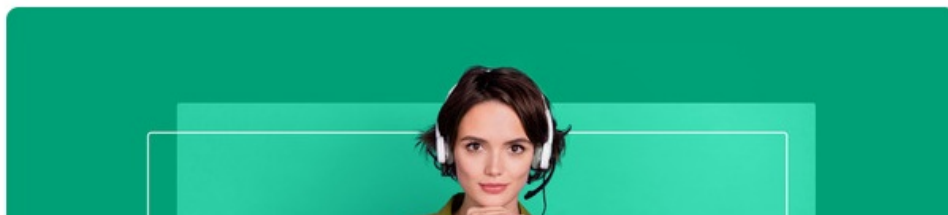


Basics

Attachments

 Visit session page

 Copy session link



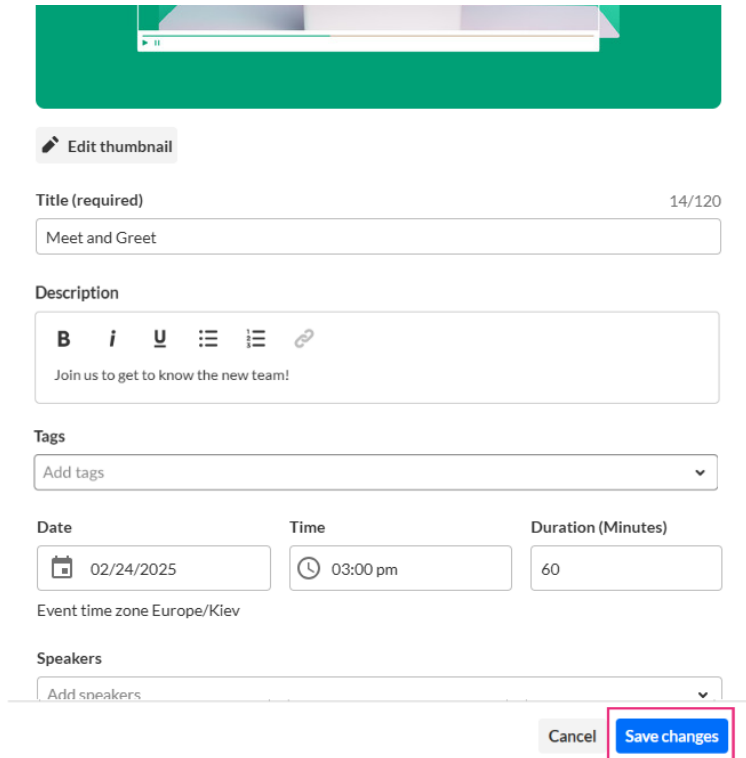
Share this link with attendees.

Edit your session details

Edit details like your session's title and description; change the date, start time, or duration of your session; add or remove speakers and moderators, etc.

1. Access the [Edit session](#) page.
2. Click on the **Basics** tab.

3. Make appropriate edits. Click [here](#) for a refresher on any of the editable fields on this page. They're the same ones you completed when you created the new Interactive session.
4. When you are finished making your edits, click **Save changes**.



The screenshot shows the 'Edit thumbnail' section of the Kaltura session management interface. At the top is a video player with a green thumbnail. Below it is an 'Edit thumbnail' button. The form includes a 'Title (required)' field with a character count of 14/120, containing the text 'Meet and Greet'. Below the title is a 'Description' field with rich text formatting options (bold, italic, underline, bulleted list, numbered list, link) and the text 'Join us to get to know the new team!'. There is a 'Tags' field with a dropdown menu showing 'Add tags'. Below these are three input fields: 'Date' (02/24/2025), 'Time' (03:00 pm), and 'Duration (Minutes)' (60). Below these is a label 'Event time zone Europe/Kiev'. At the bottom is a 'Speakers' field with a dropdown menu showing 'Add speakers'. At the very bottom are two buttons: 'Cancel' and 'Save changes' (which is highlighted with a red box).

The session is now updated with the new information.

Attachments tab - Manage attachments for your session

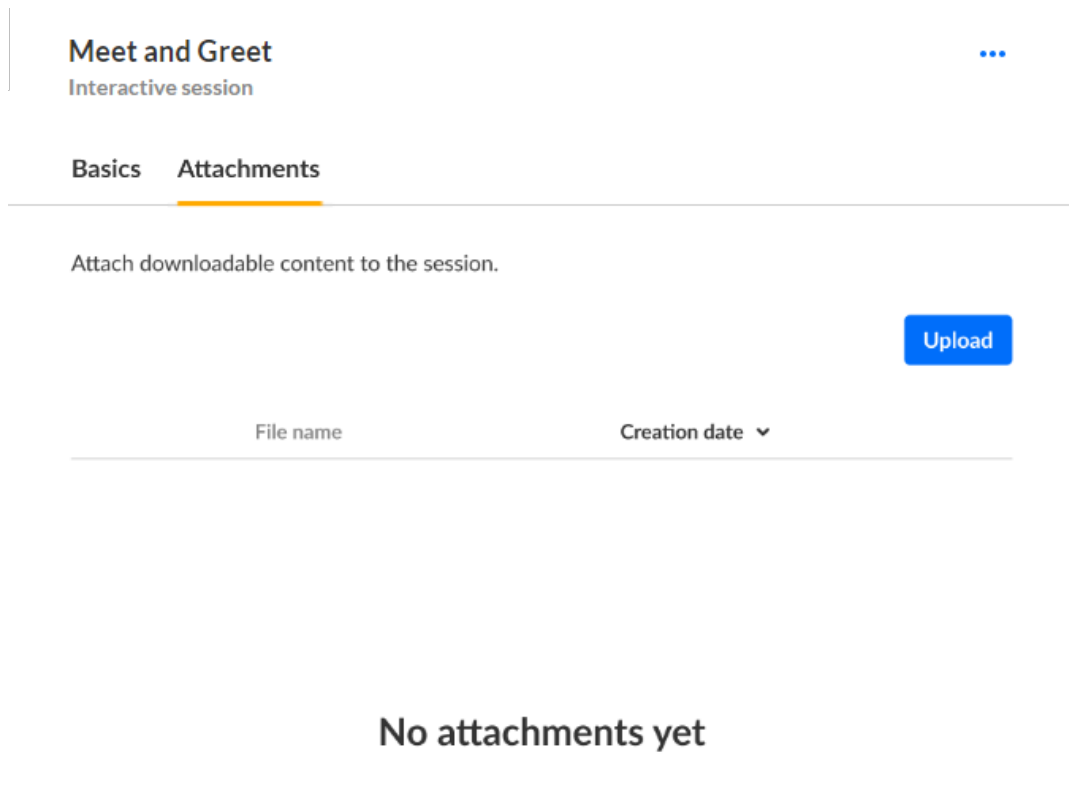
Provide your audience a greater immersive experience and more value by enriching your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your session on the Attachments tab.

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', 'oxf', '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.



Meet and Greet ...

Interactive session

Basics **Attachments**

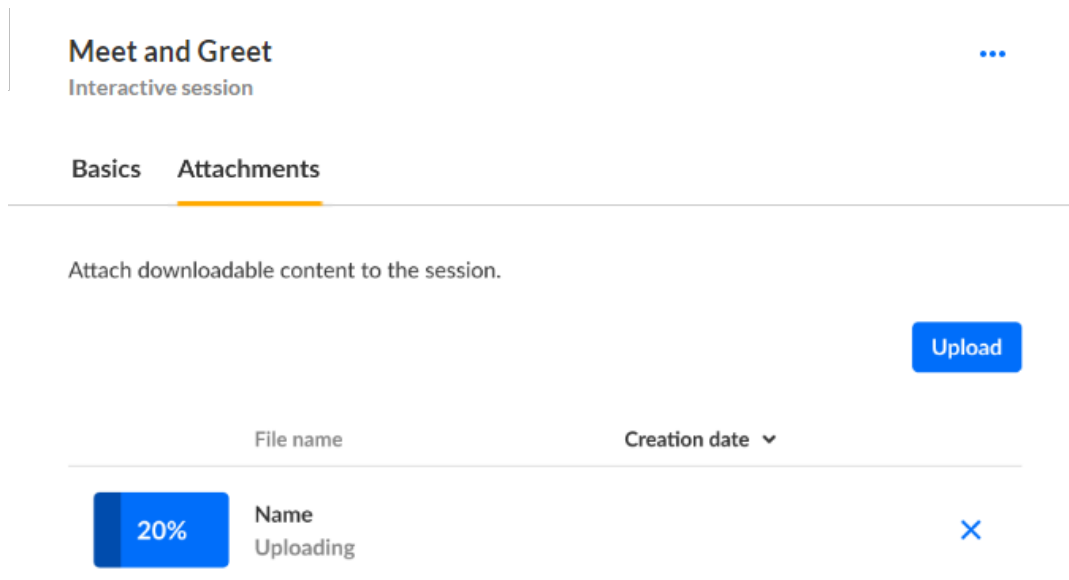
Attach downloadable content to the session.

Upload

File name	Creation date ▼
-----------	-----------------

No attachments yet

3. Click on the **Upload** button and choose desired file(s).
The progress of your upload is displayed.



Meet and Greet ...

Interactive session

Basics **Attachments**

Attach downloadable content to the session.

Upload

File name	Creation date ▼
<div><div>20%</div><div>Name Uploading</div></div>	×

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.



Meet and Greet
Interactive session

...

Basics **Attachments**

Attach downloadable content to the session.

Upload

File name	Creation date ▾	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose Edit.

Meet and Greet
Interactive session

Basics

Attachments

Attach downloadable content to the session.

Upload

File name	Creation date	
<div></div> Name.mov	10/10/24	...
<div></div> Roadmap.doc	10/10/24	...

Edit
Download
More info
Delete

The Edit details screen displays.

Edit details
X

Title (optional)

This title will be visible to your attendees.

If you leave this field empty, the original file name will be displayed

Description (optional)

This description will be visible to your attendees.

Add description

Save changes

- 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.
- Click **Save changes**.

Download attachments from your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.



Meet and Greet
Interactive session

Basics

Attachments

Attach downloadable content to the session.

Upload

File name	Creation date	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

3. Click the three blue dots to the right of the attachment and choose Download.

Meet and Greet





Interactive session




Basics **Attachments**

Attach downloadable content to the session.

Upload

File name		Creation date ▾	
	Name.mov	10/10/24	
	Roadmap.doc	10/10/24	

Edit

Download 

More info

Delete

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.

Meet and Greet

Interactive session



Basics

Attachments

Attach downloadable content to the session.

Upload

File name

Creation date ▼



Name.mov

10/10/24



Roadmap.doc

10/10/24



- Click the three blue dots to the right of the attachment and choose More info.

Meet and Greet
Interactive session

...

Basics

Attachments

Attach downloadable content to the session.

Upload

File name	Creation date	
<div>Name.mov</div>	10/10/24	...
<div>Roadmap.doc</div>	10/10/24	...

Edit

Download

More info

Delete

Addition information displays about the attachment.

Roadmap.doc

X

Title:

Roadmap internal

Description:

We're thrilled to share the latest enhancements to our Virtual Classroom platform, designed to elevate your online learning experience.

File type:

doc document

Size:

870 KB

Creation date:

10/10/24

4. Click "X" to exit the screen.

Delete attachments from your session

1. Access the [Edit Session](#) page.
2. Click on the **Attachments** tab.

Meet and Greet

Interactive session







Basics

Attachments

Attach downloadable content to the session.

Upload

	File name	Creation date ▾	
	Name.mov	10/10/24	
	Roadmap.doc	10/10/24	

3. Click the three blue dots to the right of the attachment and choose Delete.

Meet and Greet





Interactive session



Basics **Attachments**

Attach downloadable content to the session.


Upload

File name	Creation date ▾	
 Name.mov	10/10/24	
 Roadmap.doc	10/10/24	

Edit

Download

More info

Delete 

You are asked to confirm your action.

Delete attachment

You're about to permanently delete "Roadmap". You cannot undo this action.

Cancel

Delete

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.

Agenda at a glance



[Add session](#)
[Full agenda](#)




Spring Sales Event

Live webcast

8:00 AM - 9:00 AM Wed, March 15



Meet the Team

Interactive session

8:30 AM - 9:00 AM Wed, March 15

- b. On the Event Agenda page, click the blue box with arrow (go to session) icon to the right of the session.







[← All](#)
[Event site](#)
Kaltura Marketing

Virtually Live!


- Overview
- Event details
- Branding
- Event site editor
- Registration
- Agenda**

Agenda

All
5 Sessions
EST (GMT-5)
[+ Add Session](#)

Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM September 20, 2021	 Opening Keynote Interactive Room	SN     +2	Published  ...

The session displays.




01 HRS : 03 MIN

Opening Keynote


Wednesday, February 21, 2024 5:00 PM - 7:00 PM EST

[Start Meeting](#)
[Add To Calendar](#)
[Share](#)



Opening Keynote

Wednesday, February 21, 2024 5:00 PM - 7:00 PM EST

 Building Connections

[Back to event](#)

Interactions
Updates
Live stage
Private chat

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



Next up! For complete information on room functionality, please see [Kaltura Room](#).