

## Agenda tab - Add and edit Interactive Room session

Last Modified on 12/02/2024 4:24 pm IST

 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](#)

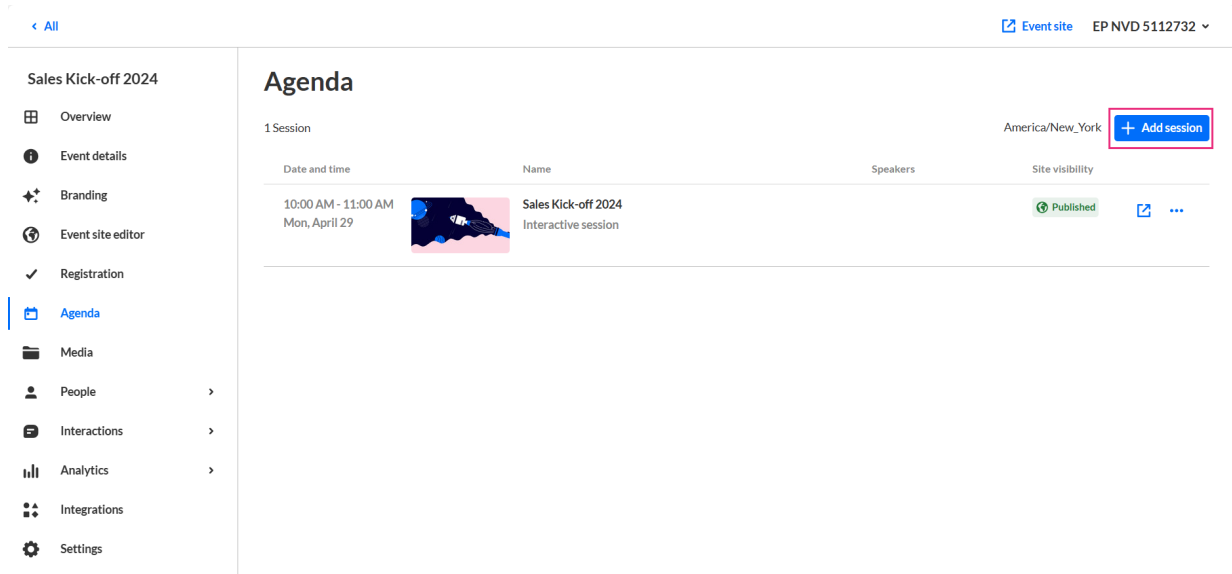


#### Sales Kick-off 2024





Interactive session  Published

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

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



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 screen displays.

## New session

Interactive session



Recommended size: 1920x1080 px

[Upload thumbnail](#)

Title (required)

0/120

Description

**B** *i* u   

Date

Time

Duration (Minutes)

Event time zone America/New\_York

Speakers

Moderators (required)

Add moderators to monitor and support attendees' questions

Site visibility

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** - 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.

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.


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.

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 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").

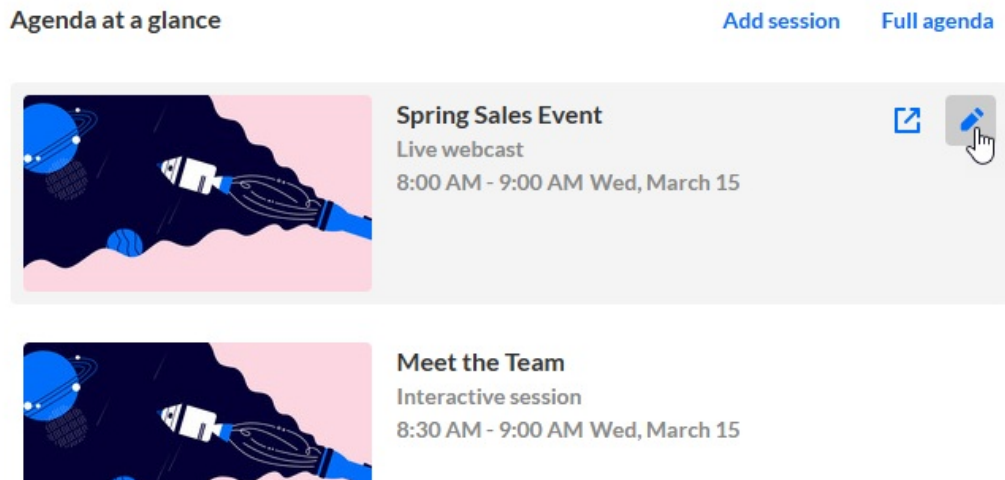
4. Choose visibility of the session.
  - Private - The session will be available only for team members, not for attendees.
  - Unlisted - The session will be reachable via direct link only.
  - Published - The session will be available on the event agenda.

- 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.

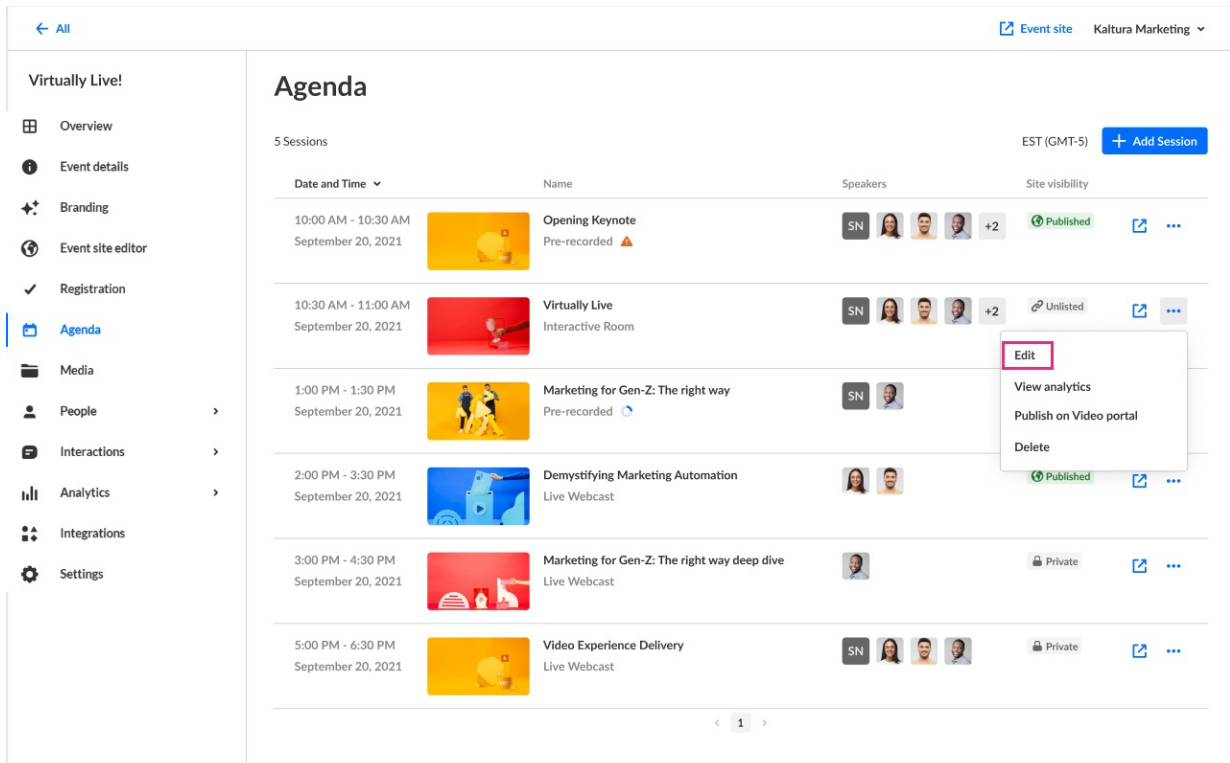
## Edit Interactive room session

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**.



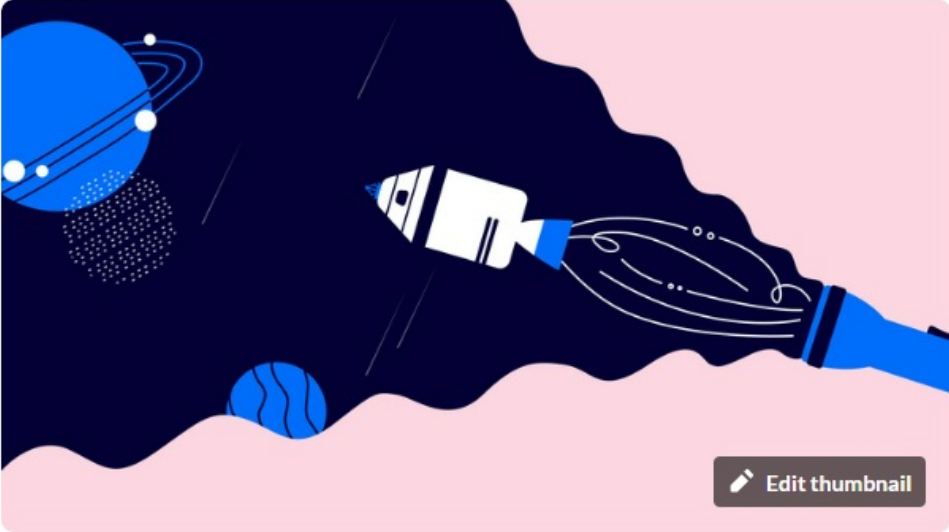
The Edit session page displays with the Basics tab open by default.

## Meet and Greet ...

Interactive session

**Basics** Attachments

[Visit session page](#) [Copy session link](#)



[Edit thumbnail](#)

**Title (required)** 14/60

Meet and Greet

**Description**

**B** ***i*** **u** **☰** **☰** [🔗](#)

**Date** **Time** **Duration (Minutes)**

[📅 03/12/2024](#) [🕒 11:39 AM](#)

Event time zone America/New\_York

**Speakers**

[Add speakers](#) ▼

**Moderators (required)**

Add moderators to monitor and support attendees' questions

[JH](#) [×](#) [Add moderators](#) ▼

**Visibility**


[🌐 Published](#) ▼ This session is available on the event agenda

Entry ID: 1\_j6nb3ej6

Created: October 4, 2023 2:01 PM

Modified: October 4, 2023 2:02 PM

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.

**Meet and Greet** ...  
Interactive session

**Basics** **Attachments**

---

Attach downloadable content to the session.

[Upload](#)

File name	Creation date <span>▼</span>
<b>No attachments yet</b>	

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 <span>▼</span>
<div style="display: flex; align-items: center;"><div style="width: 20px; height: 20px; background-color: #007bff; margin-right: 5px;"></div><div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">20%</div></div> <b>Name</b> Uploading <span style="float: right;">✕</span>	

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	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

**Edit** 

Download

More info

Delete

The Edit details screen displays.

### Edit details

**Title (optional)**  
This title will be visible to your attendees.

**Description (optional)**  
This description will be visible to your attendees.

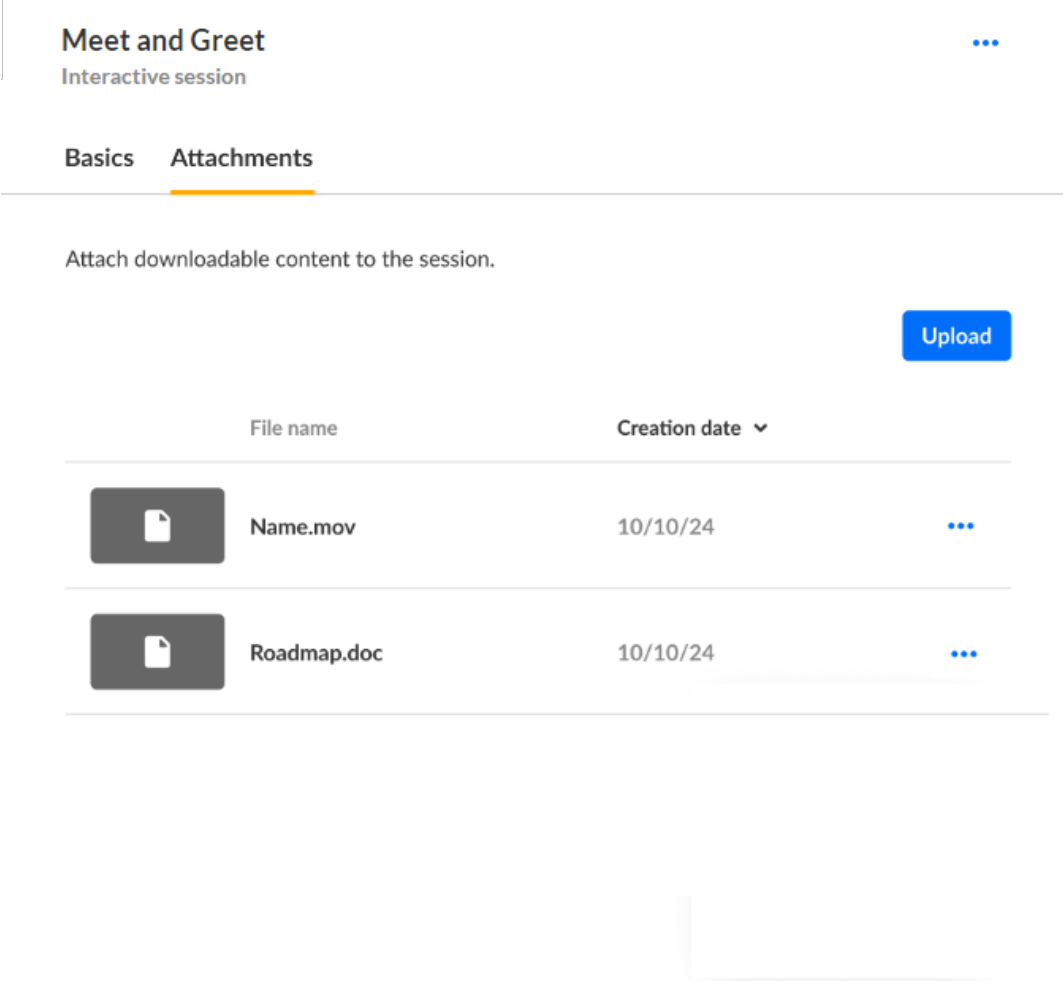
Save changes

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.



The screenshot shows the 'Attachments' tab for a session titled 'Meet and Greet'. The session is an 'Interactive session'. Below the session title, there are two tabs: 'Basics' and 'Attachments', with 'Attachments' being the active tab. A message says 'Attach downloadable content to the session.' and there is an 'Upload' button. Below this, there is a table of attachments:

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	

3. 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	
 Name.mov	10/10/24	...
 Roadmap.doc	10/10/24	...

Edit

Download

**More info** 

Delete

Addition information displays about the attachment.

**Roadmap.doc** ×

**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.



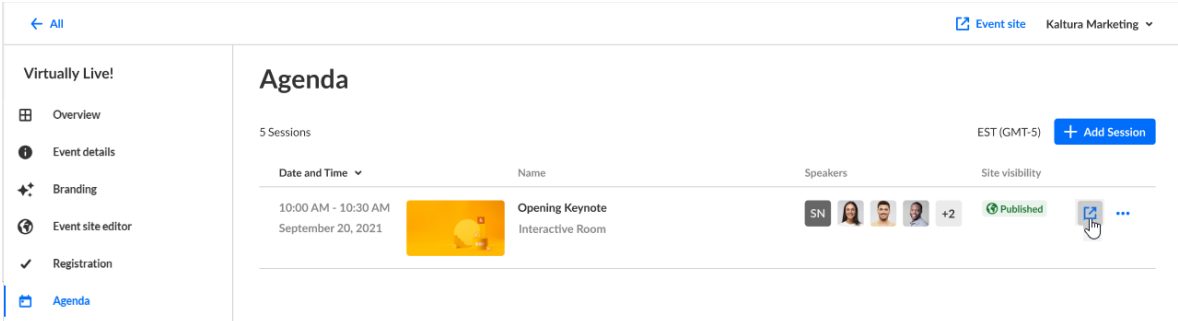
**Agenda at a glance**
[Add session](#)
[Full agenda](#)


**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!**

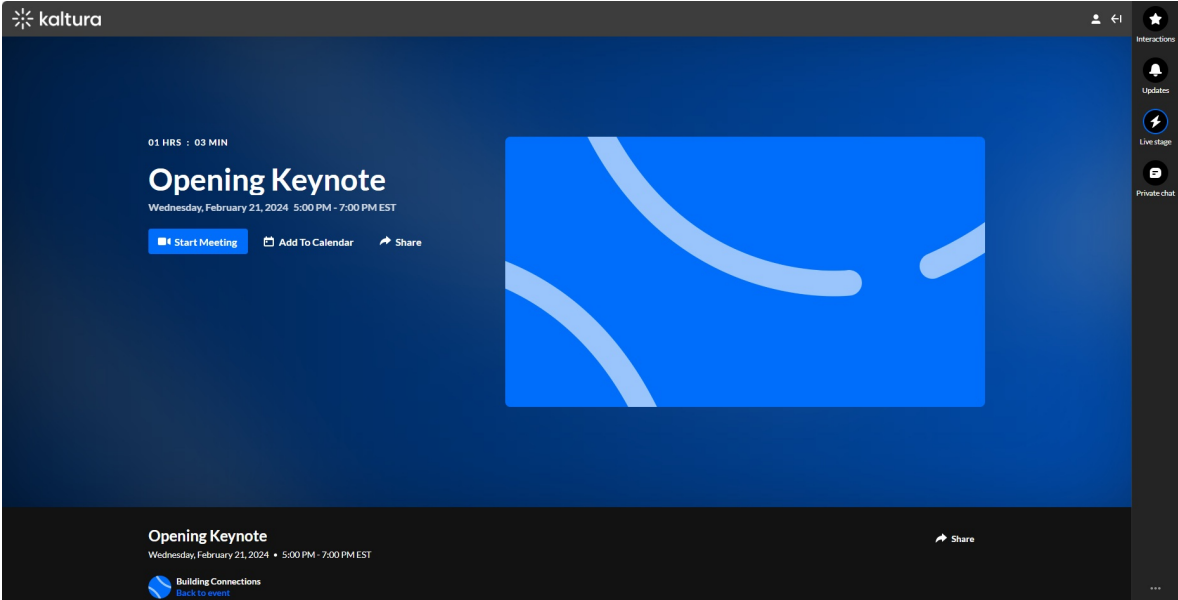
- Overview
- Event details
- Branding
- Event site editor
- Registration
- Agenda**

### Agenda

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

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

The session displays.



**kaltura**

01 HRS - 03 MIN

## Opening Keynote

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

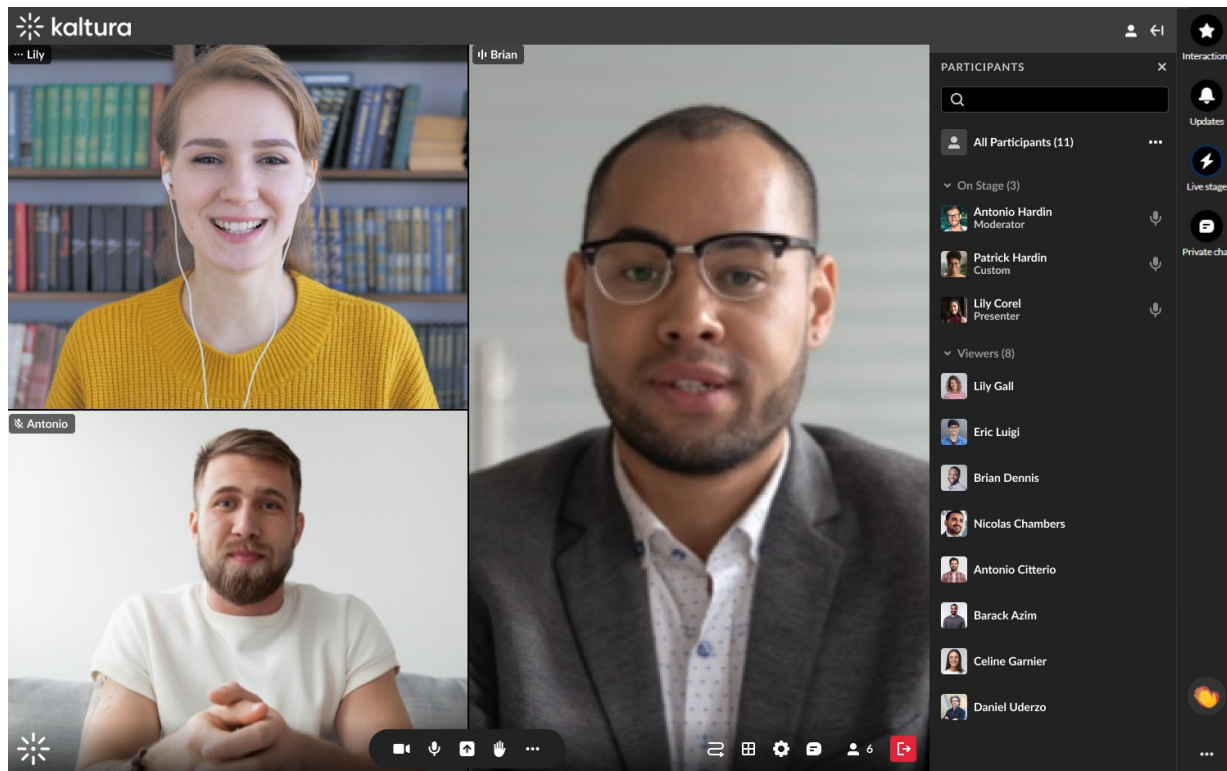
[Start Meeting](#) [Add To Calendar](#) [Share](#)

**Opening Keynote**  
Wednesday, February 21, 2024 • 5:00 PM - 7:00 PM EST [Share](#)

**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 the Kaltura Knowledge Center [Meeting rooms category](#).