

Agenda tab - Add and edit Interactive Room session

Last Modified on 03/24/2025 2:36 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](#)

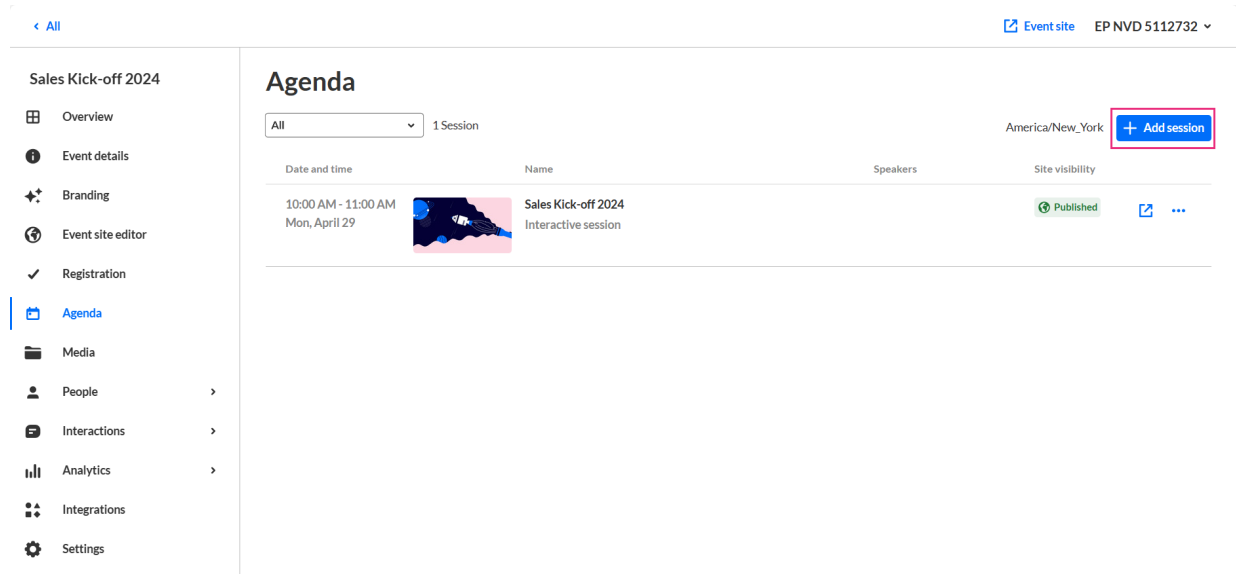


Sales Kick-off 2024


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.

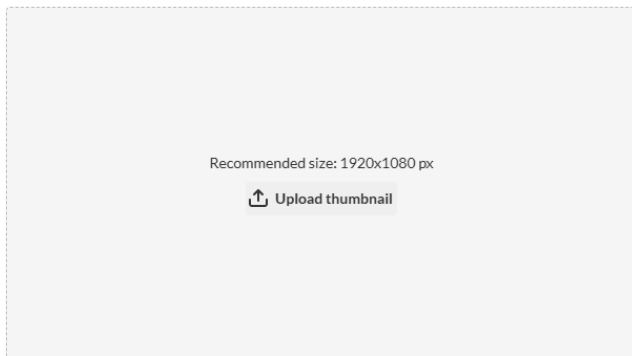
- 
Interactive room
 Speak with your attendees, maximize the conversation.
 Perfect for a small to medium size audience

- 
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 - Interactive session screen displays.

New session
Interactive session

Title (required) 0/120

Description

B *i* u   

Tags


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

Speakers

Moderators (required) 

Add moderators to monitor and support attendees' questions

Visibility

 **Published** This session is available on the event agenda

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 v 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](#)



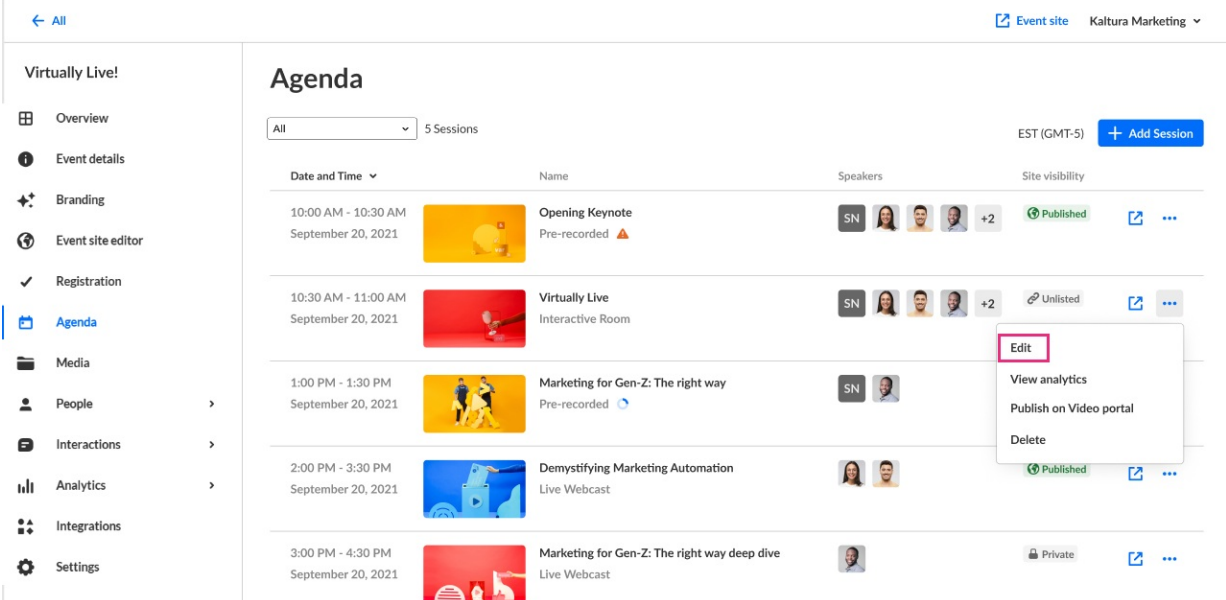
Spring Sales Event
Live webcast
8:00 AM - 9:00 AM Wed, March 15



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**.



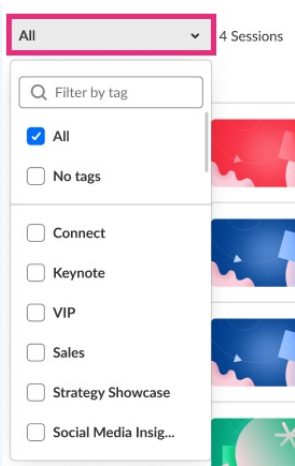
The screenshot shows the 'Agenda' page with a sidebar on the left containing navigation options like Overview, Event details, Branding, etc. The main content area displays a table of sessions. A dropdown menu is open for the 'Marketing for Gen-Z: The right way' session, with the 'Edit' option highlighted.

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, [1 icon]	[Menu: Edit, View analytics, Publish on Video portal, Delete]
2:00 PM - 3:30 PM September 20, 2021	Demystifying Marketing Automation Live Webcast	[2 icons]	Published
3:00 PM - 4:30 PM September 20, 2021	Marketing for Gen-Z: The right way deep dive Live Webcast	[1 icon]	Private

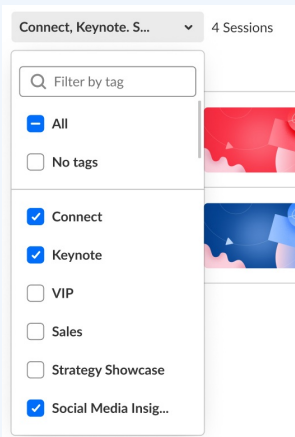


Filter Agenda page by tags - You may filter and search for sessions by tag(s).

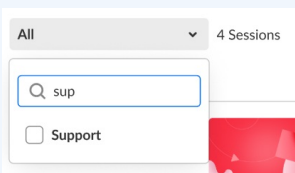
Click in the All field. A list of available tags display.



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.

[Visit session page](#)[Copy session link](#)[Edit thumbnail](#)**Title (required)** 14/120

Meet and Greet


Description

B *i* u   

Join us to get to know the new team!

Tags

Add tags

Date 02/24/2025**Time** 03:00 pm**Duration (Minutes)**

60



Event time zone Europe/Kiev

Speakers

Add speakers

Moderators (required)

Add moderators to monitor and support attendees' questions

  Add moderators**Site visibility** **Published** This session is available on the event agenda

Entry ID: 0_snftf8nh

Created: February 5, 2025 3:52 PM

Modified: February 5, 2025 3:52 PM

Basics tab

Visit the session page

You may access the session directly from the Edit Session page.

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


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

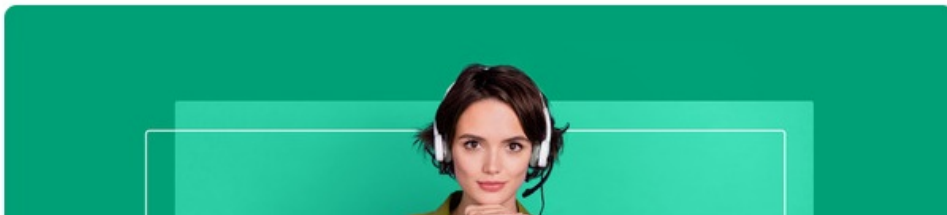


Basics

Attachments

 Visit session page

 Copy session link



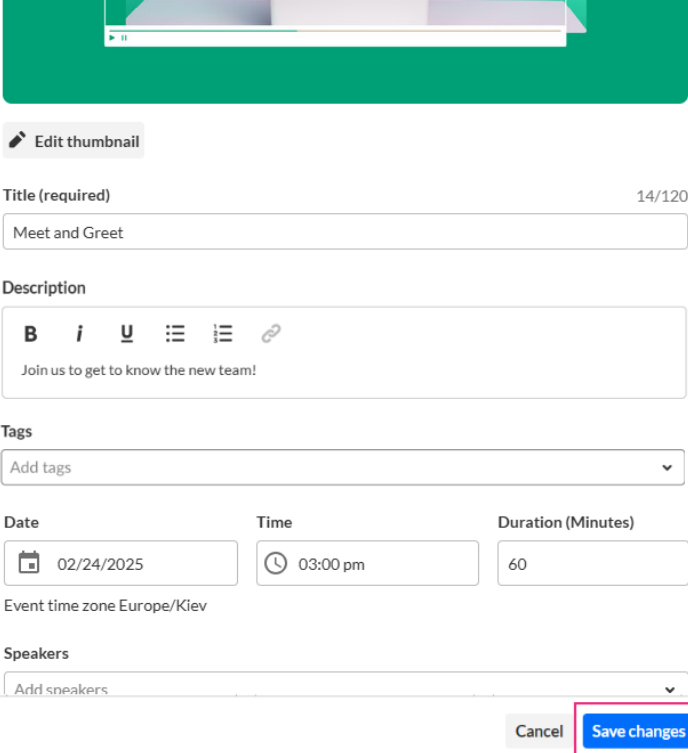
Share this link with attendees.

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**.



Edit thumbnail

Title (required) 14/120

Description
B *i* U
 Join us to get to know the new team!

Tags

Date Time Duration (Minutes)

Event time zone Europe/Kiev

Speakers

The session is now updated with the new information.

Attachments tab - Manage attachments for your session

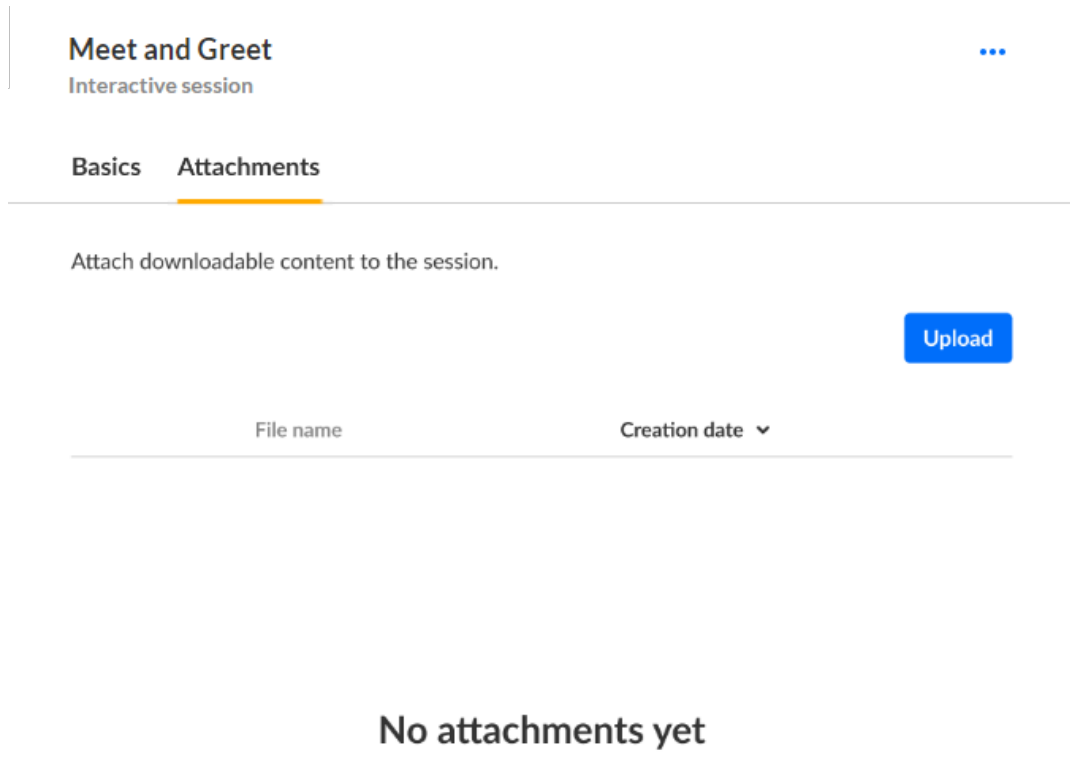
Provide your audience a greater immersive experience and more value by enriching your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images for your session on the Attachments tab.

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', '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**

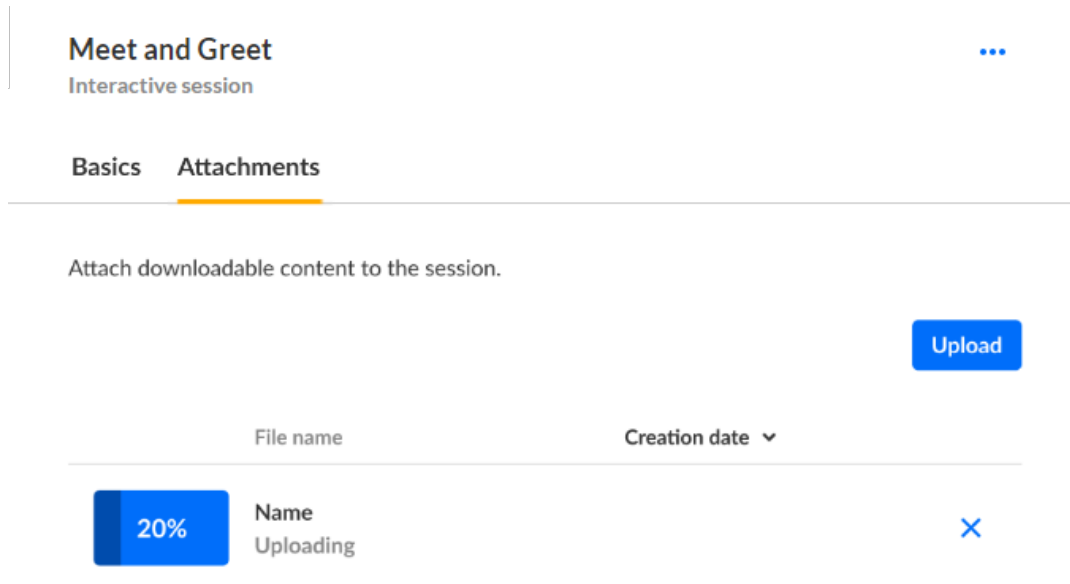
Attach downloadable content to the session.

Upload

File name Creation date ▾

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 ▾

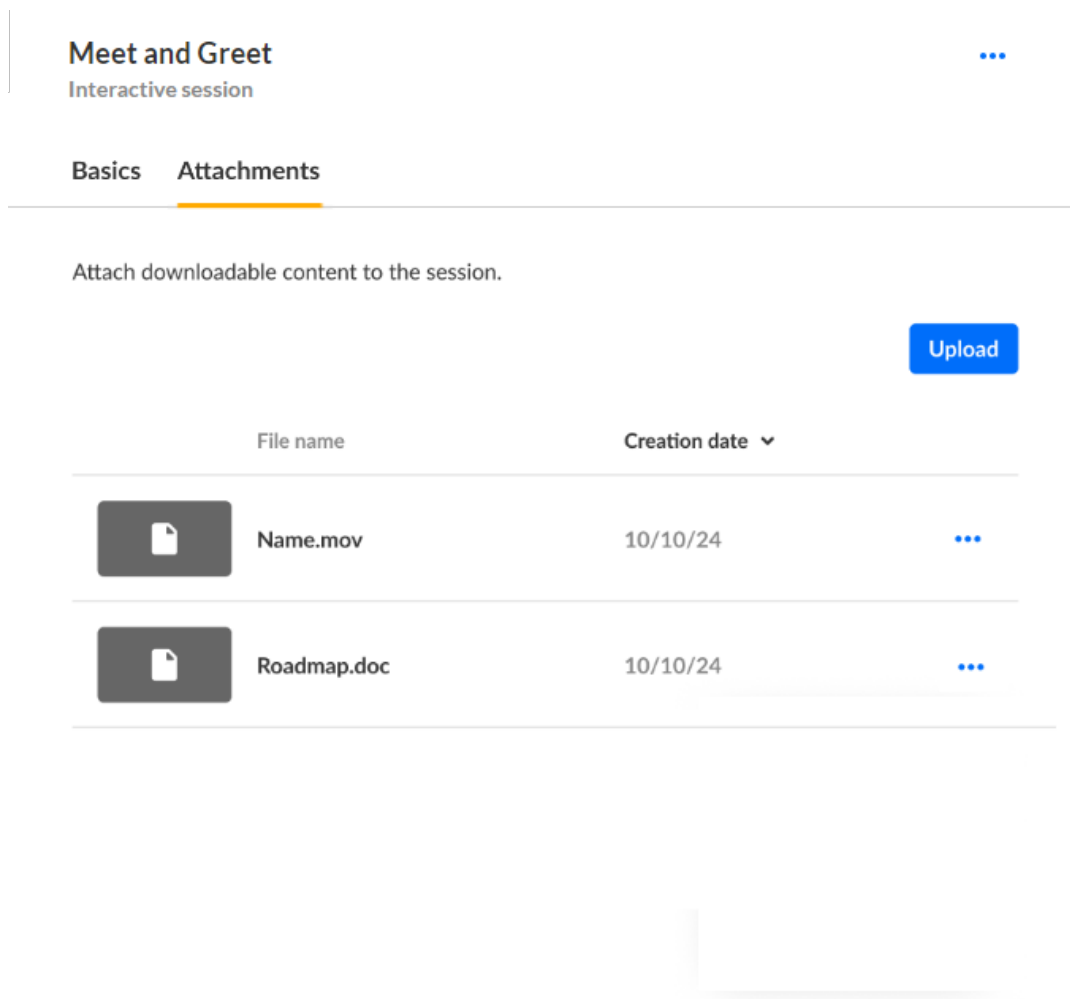
20% **Name**
 Uploading X

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.



The screenshot shows the 'Attachments' tab for a session titled 'Meet and Greet'. The interface includes a navigation bar with 'Basics' and 'Attachments' tabs, where 'Attachments' is selected. Below the navigation, there is a text prompt: 'Attach downloadable content to the session.' To the right of this text is a blue 'Upload' button. Below the text and button is a table listing attached files. The table has two columns: 'File name' and 'Creation date'. There are two rows of files: 'Name.mov' and 'Roadmap.doc', both created on '10/10/24'. Each row has a three-dot menu icon to its right.



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.

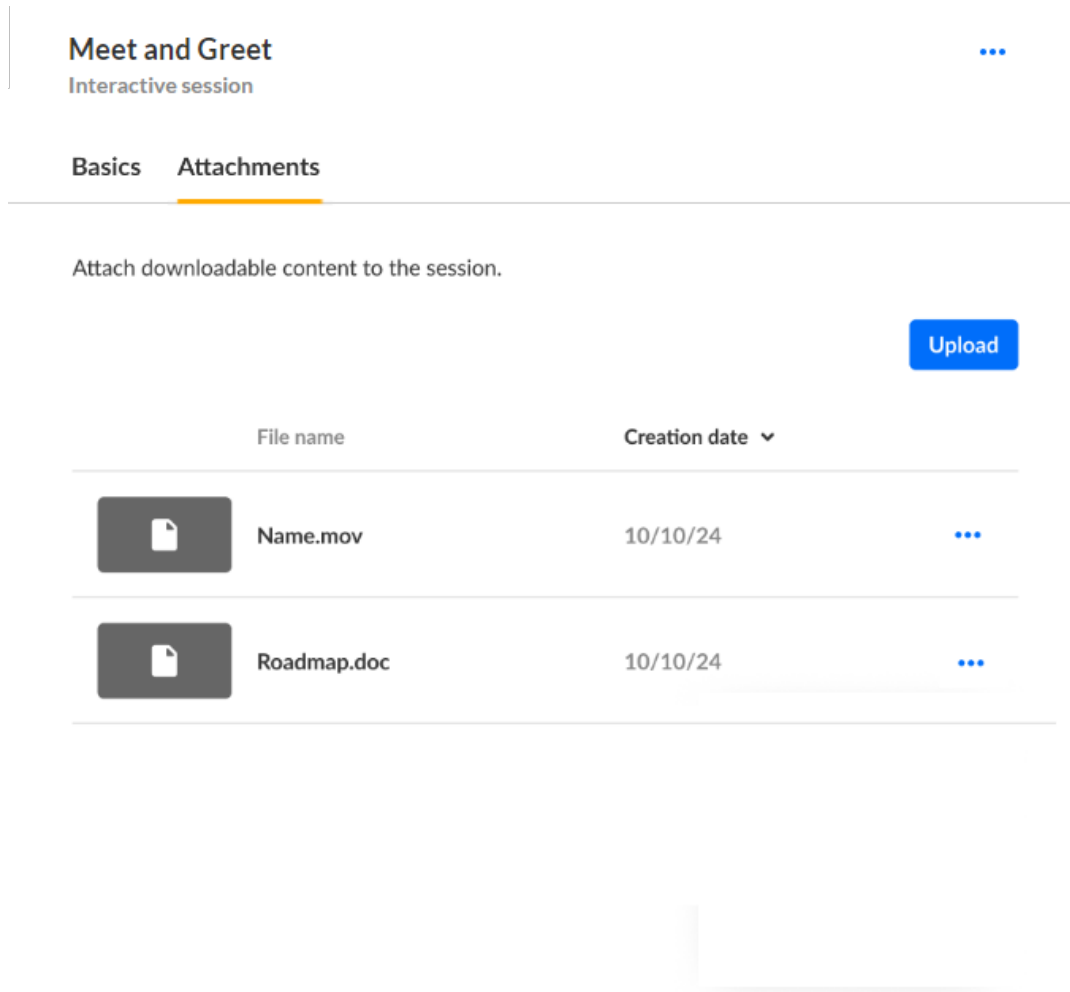
Description (optional)
This description will be visible to your attendees.

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.





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	

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.

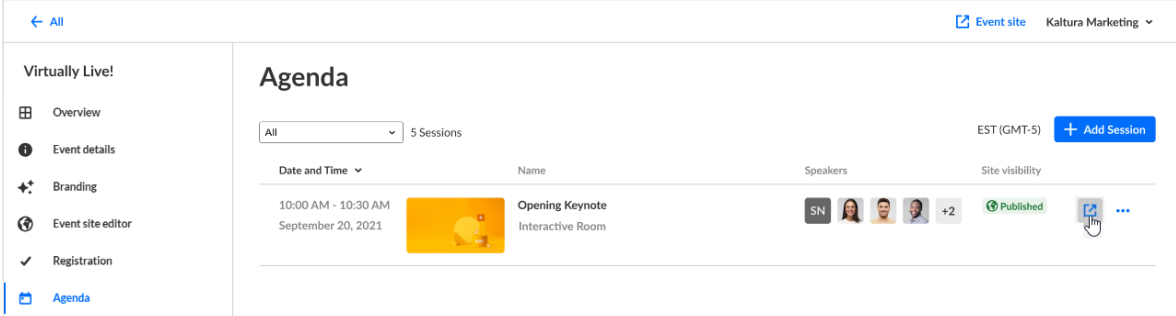
Agenda at a glance
[Add session](#)
[Full agenda](#)


Spring Sales Event
Live webcast
8:00 AM - 9:00 AM Wed, March 15



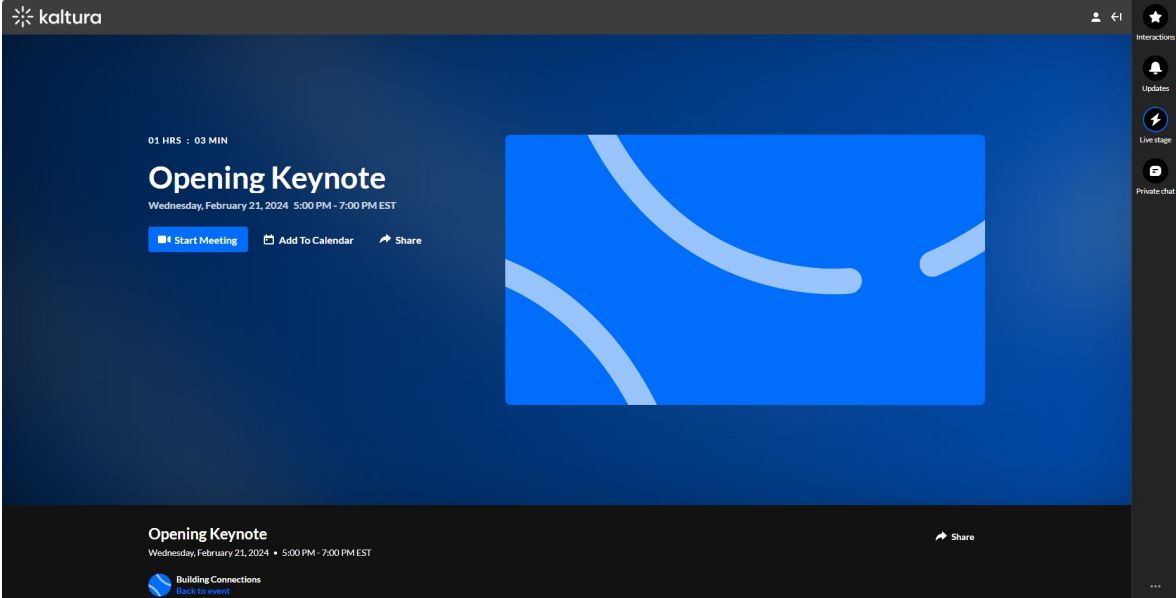
Meet the Team
Interactive session
8:30 AM - 9:00 AM Wed, March 15

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



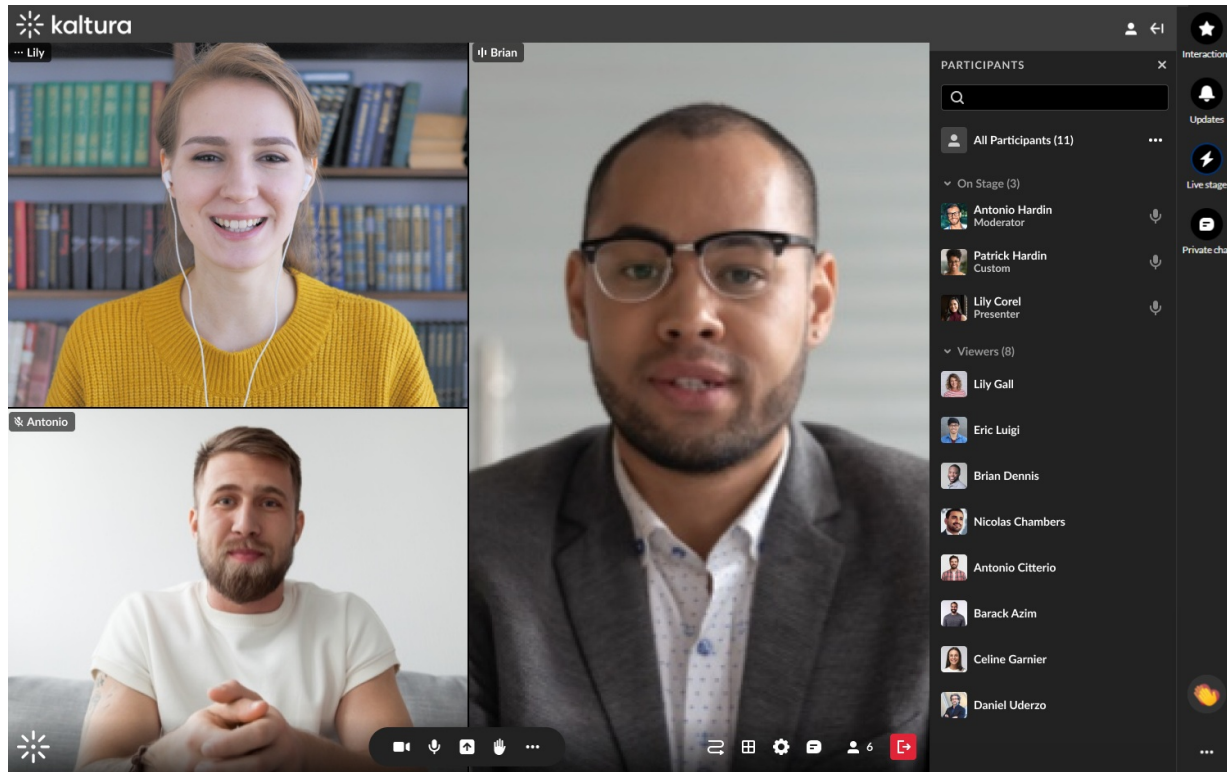
The screenshot shows the 'Agenda' page in the Kaltura interface. On the left is a sidebar with navigation options: Overview, Event details, Branding, Event site editor, Registration, and Agenda. The main content area is titled 'Agenda' and shows a table of sessions. The first session is 'Opening Keynote' on September 20, 2021, from 10:00 AM to 10:30 AM. To the right of this session is a blue box with a white arrow icon, which is the target for the instruction.

The session displays.



The screenshot shows the Kaltura room interface for the 'Opening Keynote' session. The main display area shows the session title, date (Wednesday, February 21, 2024), and time (5:00 PM - 7:00 PM EST). Below this information are three buttons: 'Start Meeting', 'Add To Calendar', and 'Share'. The background of the room is a solid blue color with white abstract shapes. On the right side, there is a vertical sidebar with icons for Interactions, Updates, Live stage, and 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](#).