

Add a Live webcast session to your event

Last Modified on 12/21/2025 12:45 am IST

 This article is designated for all users.

About

This article describes how to add a Live webcast session to your event.

Live webcasts are orchestrated, highly produced live-streaming events for large audiences. Kaltura Webcasting supports you from the initial planning stage to live broadcast production and management and finally to post-production and after-event management. This session type includes an automated transition from live to VOD.

Our agenda management system is designed to cater to the diverse needs of virtual, hybrid, and in-person events. It allows organizers to include room or location information for specific sessions, facilitating easy navigation for in-person attendees. Whether it's a virtual webinar, a hybrid conference, or an in-person workshop, our agenda management system ensures that participants can access relevant details about session locations or virtual links, enhancing their overall event experience. Our agenda management system offers the option to seamlessly integrate live broadcasting of in-person sessions, extending accessibility to virtual participants. This feature enhances the inclusivity of events, enabling remote attendees to engage with on-site sessions in real-time.

Furthermore, with Live webcasts you have the added flexibility of "going live" directly from a Kaltura webcast studio (if the stream has already been initiated through the encoder tool). Simply create a Live webcast session, then navigate to the webcast studio and begin broadcasting.



Once the session is created, the webcast studio is automatically created as well. Moderators may access the webcast studio via a direct private link. This way, they can begin preparing the webcast studio ahead of the broadcast. The agenda, on the other hand, is available to all on the event site.



This article pertains only to multi-session events.

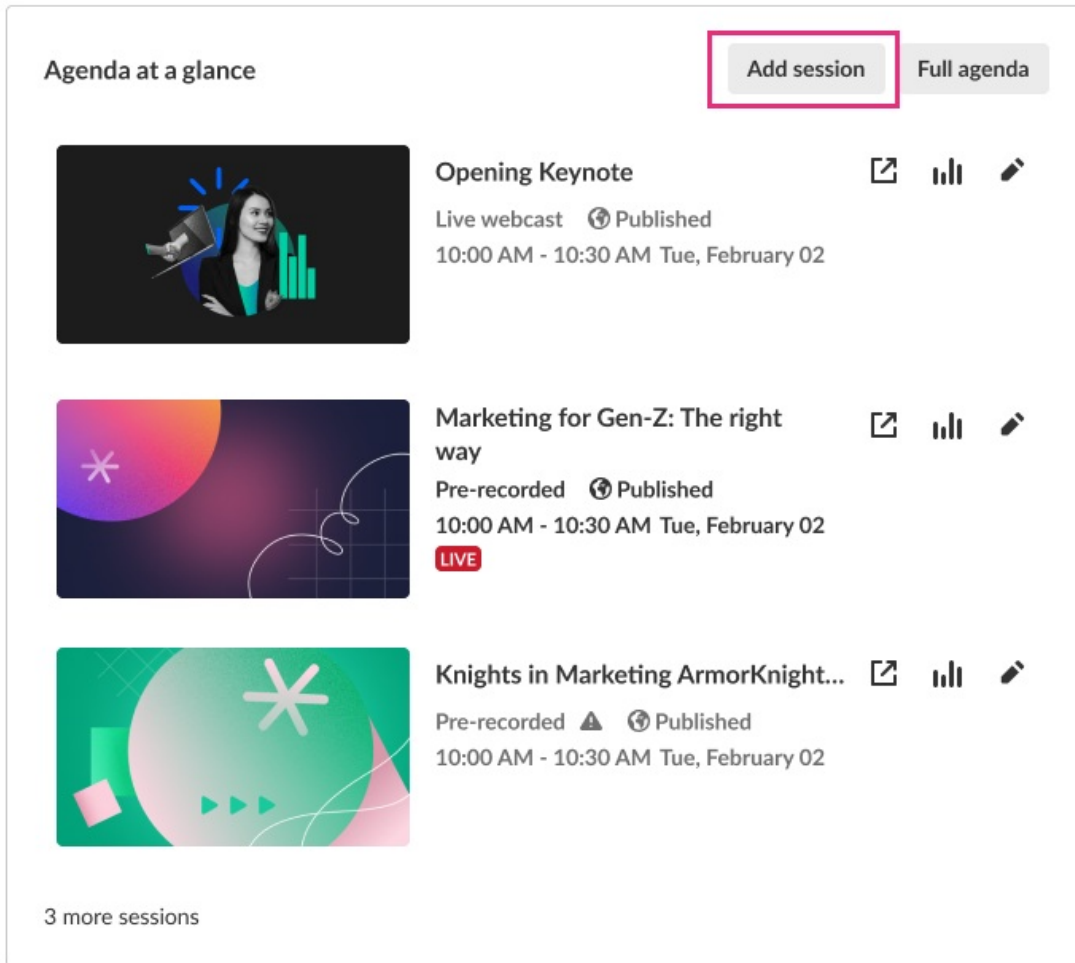


Some behavior described here applies to a non-default configuration. Customer-specific variations are highlighted where applicable.

Access Add session capability





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

Opening Keynote   
 Live webcast  Published
 10:00 AM - 10:30 AM Tue, February 02

Marketing for Gen-Z: The right way   
 Pre-recorded  Published
 10:00 AM - 10:30 AM Tue, February 02
 LIVE

Knights in Marketing ArmorKnight...   
 Pre-recorded   Published
 10:00 AM - 10:30 AM Tue, February 02

3 more sessions

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

← All

Event site Kaltura Marketing

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

Media

People

Interactions

Analytics































Integrations

Settings

Agenda


All 4 Sessions

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

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



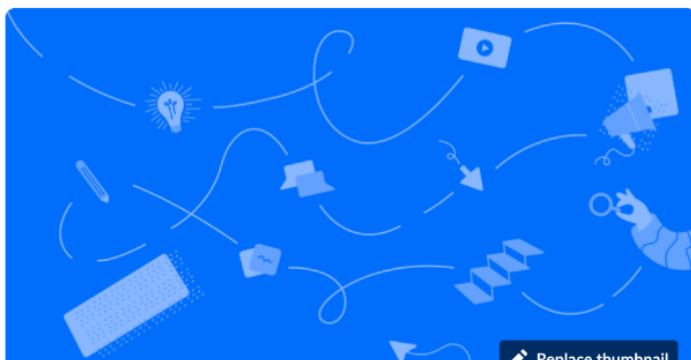
DIY live webcast

Broadcast high quality live session directly from your browser,
no production needed

Select **Live webcast**. The New session Live webcast screen displays.

New session

Live webcast






Copyright © 2025 Kaltura Inc. All Rights Reserved. Designated trademarks and brands are the property of their respective owners. Use of this document constitutes acceptance of the Kaltura Terms of Use and Privacy Policy.

3

Title (required) 0/120


Description

B *i* u   

Tags

Add tags

Date

 08/16/23

Time

 4:30 pm

Duration (Minutes)

30

Speakers

Add speakers


Moderators (required)


Add moderators to monitor and support attendees' questions

Add moderators

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.

 Go to app

 Copy app link

AI assistant

Boost audience engagement with actionable AI suggestions based on real-time data.

☐ Activate


Visibility

 Published

This session is available on the event agenda

Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



The recording will start automatically once you go live

Certification

☐ Assign this session to your certification program

Additional information

Field of study

Select field of study

Session type

0/120

Topics

1. You may add the following information:

- **Header** - Click **Replace thumbnail** and choose the desired file. We recommend using an image size of 1920x1080 px.
- **Title** (required) - Type a title for your session (char limit is 120). Please note: Characters "<" and ">" are not 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 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".

i
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).
- 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 matching user displays below. Click to select the user.

Speakers

☐  **Brian Dennis** briandennis@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](#)


To see a list of all available speakers, leave the Speakers field empty. You can browse the list and click to select speakers.


Speakers


☒  **Julian Lang** julian.lang@kaltura.com


☒  **Jon Steven** jon.steven@kaltura.com


☒  **Celine Garnier** celine.garnier@kaltura.com

☐  **Charlie Moner** charlie.moner@kaltura.com

☒  **Brian Dennis** brian.dennis@kaltura.com

☒  **James Li** james.li@kaltura.com

☐  **Alona Cohen** alona.cohen@kaltura.com

☐  **Beth Cutter** beth.cutter@kaltura.com

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.

Speakers
















:: 1	 Julian Lang	Simple ▾		
:: 2	 Celine Garnier	Simple ▾		
:: 3	 Jon Steven	Simple ▾		
:: 4	 Brian Dennis	Simple ▾		
:: 5	 James Li	Simple ▾		

To manually reorder speakers, grab the 6 dots to the left of the speaker number

and drag to the desired spot in the list.

Speakers
















Add speakers ▾

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

To show or hide a speaker on the event site, click the "eye" icon. Speakers who are marked as hidden are still shown here in the Speaker list but appear "grayed out" and do not have an order number.

Speakers















Add speakers ▾

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

To remove a speaker from the list, click the "trashcan" icon.

Speakers
















Add speakers ▾

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

To choose a speaker's permissions, click the arrow to the right of their permission setting and click to select either Simple speaker (default) 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 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

John ^

☐



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



- Moderation app link - Click **Go to app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click **Copy app link** to share a link to the moderation app with your moderators.

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.

 Go to app
  Copy app link

- Click to activate Kaltura's AI assistant for this session.



Looking for more information about this feature? Feel free to contact your Kaltura representative.

AI assistant

Boost audience engagement with actionable AI suggestions based on real-time data.

☐ Activate

You are asked to confirm your action.



Your AI session assistant

Take action based on your session data with one click. Get real-time suggestions for interactive content and track audience mood to boost engagement.

Activate assistant

Click **Activate assistant**. You may click the "X" button to cancel the action.

When *activated*

- The **Assistant tab** displays for moderators in the Chat and Collaboration widget. The Assistant tab provides information on attendee numbers, chat mood (results of sentiment analysis), engagement rate (viewers who watch in full screen or with the focus on the tab and sound on), and time to end.
- The **Live stage tab** of the Chat and Collaboration widget displays the same information for moderators.

When *deactivated*

- The **Assistant tab** does not display for moderators in the Chat and Collaboration widget.
- The **Live stage tab** of the Chat and Collaboration widget displays information on attendee numbers, turnout (percentage of those registered who are actually logged into the session), engagement rate (viewers who watch in full screen or with the focus on the tab and sound on), and time to end.

6. 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.



The Session recording area is accessible via the Edit session page once the live session is finished.

7. Certification - Click the check box if you would like to assign this session to your

Continuing Professional Education (CPE) program.

8. The Additional information section appears only if your account includes custom metadata. The fields in the Additional information section will help you capture extra details about your session. For example, sometimes values in specific fields are required to generate a certificate for your CPE program.
 9. 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.
-