

# Add a Live webcast session to your event


Last Modified on 06/12/2026 6:31 pm IDT


 This article is designated for all users.


## About

This article explains how to add a Live webcast session to a multi-session event.

Live webcasts are highly produced live-streaming sessions designed for large audiences. They support a smooth transition from live broadcast to VOD and can be managed before, during, and after the event.

 This article applies only to **multi-session events**.

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

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

## Add a Live webcast session

1. From the Kaltura Virtual Events Home page, click on the event you want to manage.

Kaltura + Create Patrick Lorimer

- Home
- Team
- Analytics
- Integrations

## Good morning, Patrick

Recently viewed

Kaltura Academy  
Viewed 40 minutes ago

Training day  
Viewed 3 days ago

Virtual Summit 2025  
Viewed 1 day ago

Product palooza  
Viewed 3 days ago

SKO 2023  
Viewed 30 minutes ago

Virtually Live!  
Viewed 3 days ago

Events & Webinars

Search:  Current All labels 4 Results Showcase Week view

Date	Name	Labels	Showcase	Type	Registration
13/05/24 - 02/07/25 Happening now	Kaltura Academy Created by Alexander Benj...	wavespace a...		Webinar	Open 172 Registrants
21/05/24 - 01/04/25	Virtually Live! Created by Eric grant			Interactive session	Open 172 Registrants
01/10/24 - 05/06/25	Virtual Summit 2025 Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants
22/10/24 - 30/06/25	Product palooza Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants
06/11/24 - 05/11/25	SKO 2023 Created by Eric grant	Product +2		Pre-recorded	Open 172 Registrants

The **Overview** page displays.

← All Event site Patrick Lorimer

### Virtually Live!

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

## Overview

21 : 04 : 16 : 54  
days hrs min sec

### Virtually live!

2/2/22 10:00 AM > 2/2/22 4:30 PM  
EST (GMT-5)

It's no surprise that virtual events have prevailed over all other forms of business get-togethers since Covid-19 entered our lives. At Kaltura, we spent the past year videofying events, transforming the conventional into the extrao...

#### Agenda at a glance

Add session
Full agenda

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

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

#### Speakers

Invite
See all

**Julian Lang**  
Director of Marketing Strategy, Kaltura  
Registered

**Celine Garnier**  
Content marketing specialist personalizat...  
Registered

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

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

← All Event site Patrick Lorimer

Virtually Live!

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o On the Agenda page click + **Add session**.









← All Event site Patrick Lorimer

Virtually Live!

- Overview
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## Agenda

All 4 Sessions EST (GMT-5) + Add session

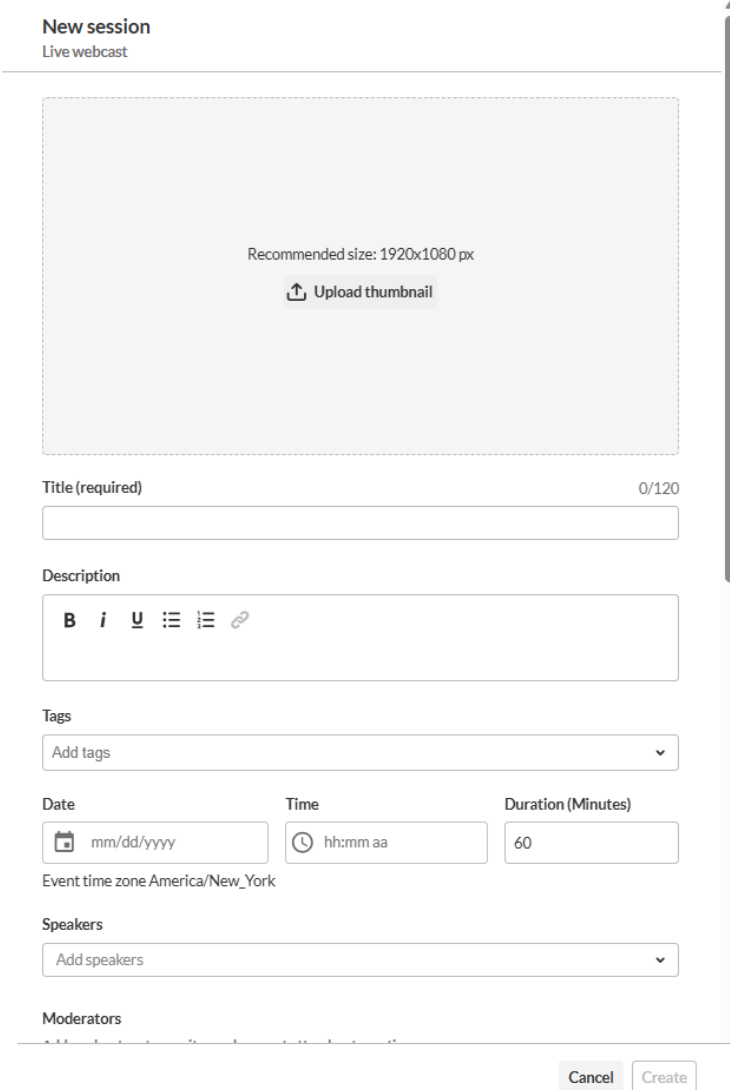
Date and time	Name	RSVP	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	 <b>Opening Keynote</b> Live Webcast	16	 +2	Published
10:30 AM - 11:00 AM Tue, September 20, 2024	 <b>Marketing for Gen-Z: The right way</b> Interactive Room	16		Unlisted
1:00 PM - 1:30 PM Tue, September 20, 2024	 <b>Demystifying Marketing Automation</b> Pre-recorded	16		Private
2:00 PM - 3:30 PM Tue, September 20, 2024	 <b>Video Experience Delivery</b> DIY Live Broadcast	16	 +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

2. Select **Live webcast**. The 'New session' panel displays.



**New session**  
Live webcast

Recommended size: 1920x1080 px  
 Upload thumbnail

Title (required) 0/120

Description

Tags

Date mm/dd/yyyy Time hh:mm aa Duration (Minutes) 60

Event time zone America/New\_York

Speakers

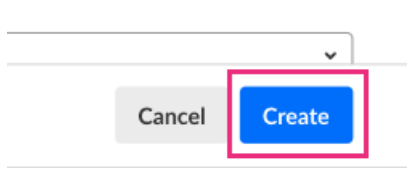
Moderators

Cancel Create

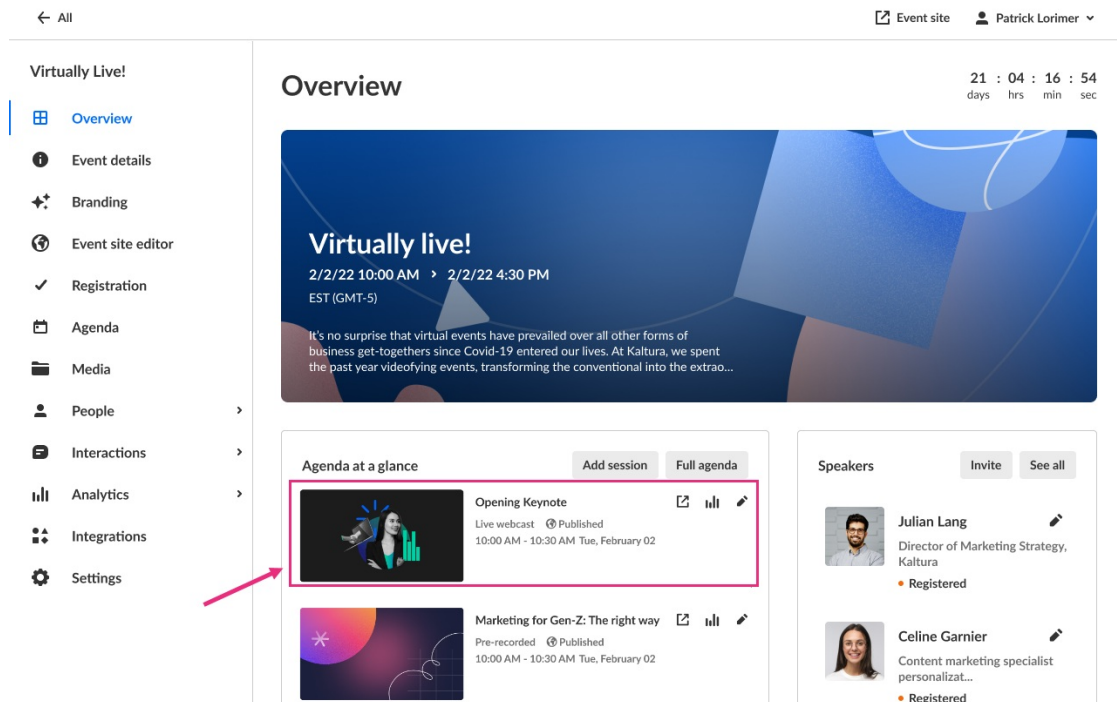
3. Fill in the required fields and any additional information you want to display on the

agenda (see [the section below](#) for details).

4. When you're finished, click the blue **Create** button at the bottom right.



Your new session is added and appears on the **Overview** page.



## Session details

Complete the required fields and any additional information you want to show on the agenda.

### Thumbnail image

Click **Upload thumbnail** to upload an image (recommended size: 1920 × 1080 px)

### Title (required)

Type a title for your session (up to 120 characters; characters < and > aren't 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 tags or create new ones for your session. You can then filter your [Agenda page](#) and the [Agenda section of Page builder](#) based on these unique tags.

- **To add an existing tag**, start typing and select it from the list

**Description**

**B** *i* u ☰ ☷ 🔗

**Tags**

acc

+ Create tag "acc"

- accessibility
- accessible design
- accommodation
- account types
- disability accommodations
- event accessibility

- **To create a new tag**, type your new tag in the Add tags field, then click **+Create tag "[tag name]"**.
- **To detach a tag from a session**, click "X".



Session tags are visible to event attendees.

## Date and time (required)

- **Date** (required) - Select the session start date

- **Time** (required) - Select the session start time
- **Duration** (required) - Enter the session length in minutes (max is 1440 minutes = 24 hours).

## Speakers

Add speakers who have already been assigned a **Speaker** role in the event.

Start typing the name and select it from the list

<b>Date</b>	<b>Time</b>	<b>Duration (Minutes)</b>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm aa"/>	<input type="text" value="60"/>
Event time zone Asia/Jerusalem		
<b>Speakers</b>		
<input type="text" value="Loui"/>		
<input type="checkbox"/> <b>LS</b> Louise Smith louise.████████@kaltura.com		
<input type="text"/>		

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.

<b>Speakers</b>
<input type="text" value="John"/>
<p style="text-align: center;">🔍 <b>No results found</b> Can't find a speaker?</p> <p style="text-align: center;"><input type="button" value="Invite a speaker"/></p>
<p><b>Share chat moderation app with your moderators</b></p> <p>Share a link with your moderators to manage and support attendees during the session through our chat moderation app.</p> <p><input type="button" value="Go to app"/> <input type="button" value="Copy app link"/></p>

You can:

- Reorder speakers using the **six dots** to the left
- Show or hide speakers using the **eye** icon

- Remove speakers using the **trash** icon
- Set speaker permissions to **Simple speaker** 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 see a list of all available speakers, leave the Speakers field empty. You can browse the list and click to select speakers.
- 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.

## Moderators (required)

To add moderators to this session, start typing the name of a user who has been assigned a Moderator role, and select the moderator from the list.

Moderators (required)

Add moderators to monitor and support attendees' questions

John

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

## Moderation app

Use the moderation app to manage live interaction during the session.

**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 **Go to app** to open the moderation app.

- Click **Copy app link** to share access with moderators

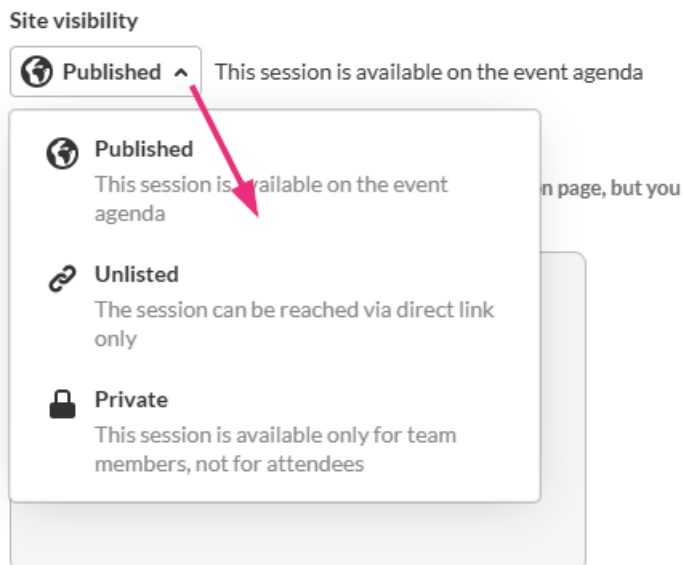
The moderation app supports:

- Q&A management
- Polls
- Public and private chat moderation

## Site visibility

Choose one of the following options from the drop-down menu:

- **Private** – Visible to team members only
- **Unlisted** – Accessible via direct link only
- **Published** – Visible on the event agenda



## Session recording

After the live session ends, the recording area becomes available from the edit session page. For more information, see [Manage recordings](#).

## Certification

Click the check box if you would like to assign this session to your Continuing Professional Education (CPE) program.

## Additional information

This section appears only if your account includes custom metadata. The fields in the



**Additional information** section can be used to:

- Capture internal session details
  - Support certification or CPE requirements
-