

## Add a Live webcast session to your event

Last Modified on 01/02/2026 4:29 pm IST

 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 to **multi-session events only**.



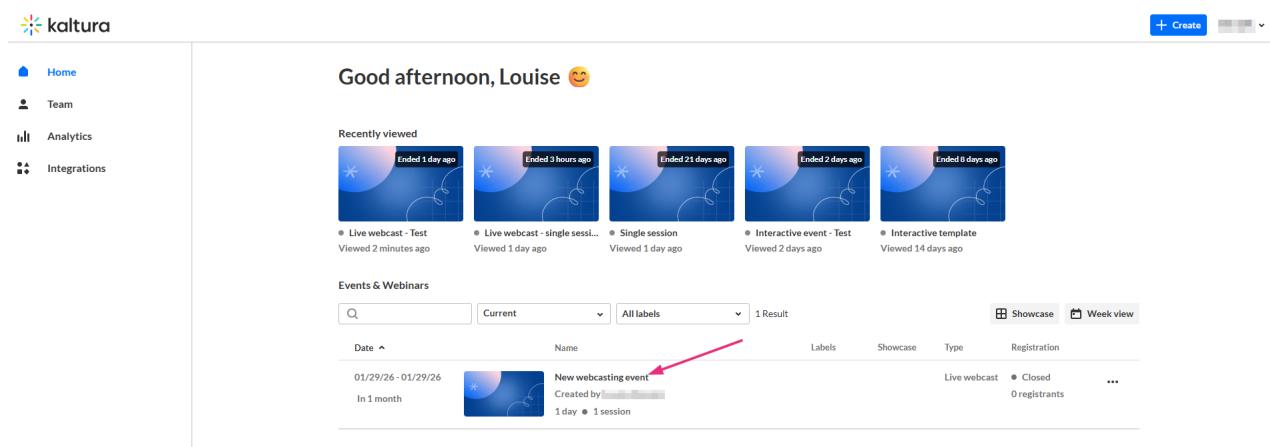
Once the session is created, the webcast studio is automatically created as well. Moderators may access the webcast studio via a direct private link and begin preparing ahead of the broadcast. The agenda is available to all on the event site.



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

### Add a Live webcast session

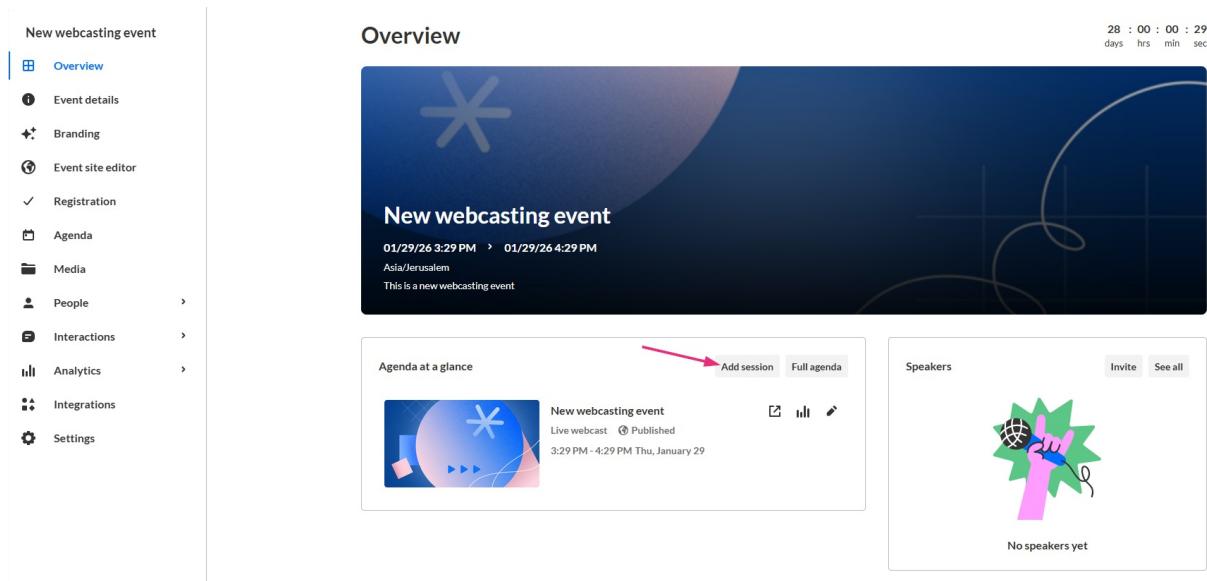
1. From the Events homepage, click the event you want to manage.



The screenshot shows the Kaltura Events homepage. The left sidebar includes links for Home, Team, Analytics, and Integrations. The main area displays a 'Recently viewed' section with five event cards. Below this is a search bar and a table titled 'Events & Webinars'. The table has columns for Date, Name, Labels, Showcase, Type, and Registration. A new event titled 'New webcasting event' is listed in the table, with a red arrow pointing to it. The event details show it was created by a user and is a 'Live webcast' of type 'Closed' with 0 registrants.

The **Overview** page displays.

2. In the **Agenda at a glance** section, and click **Add session**.



New webcasting event

Overview

28 : 00 : 00 : 29  
days hrs min sec

New webcasting event

01/29/26 3:29 PM > 01/29/26 4:29 PM  
Asia/Jerusalem  
This is a new webcasting event

Agenda at a glance

Add session Full agenda

New webcasting event  
Live webcast Published  
3:29 PM - 4:29 PM Thu, January 29

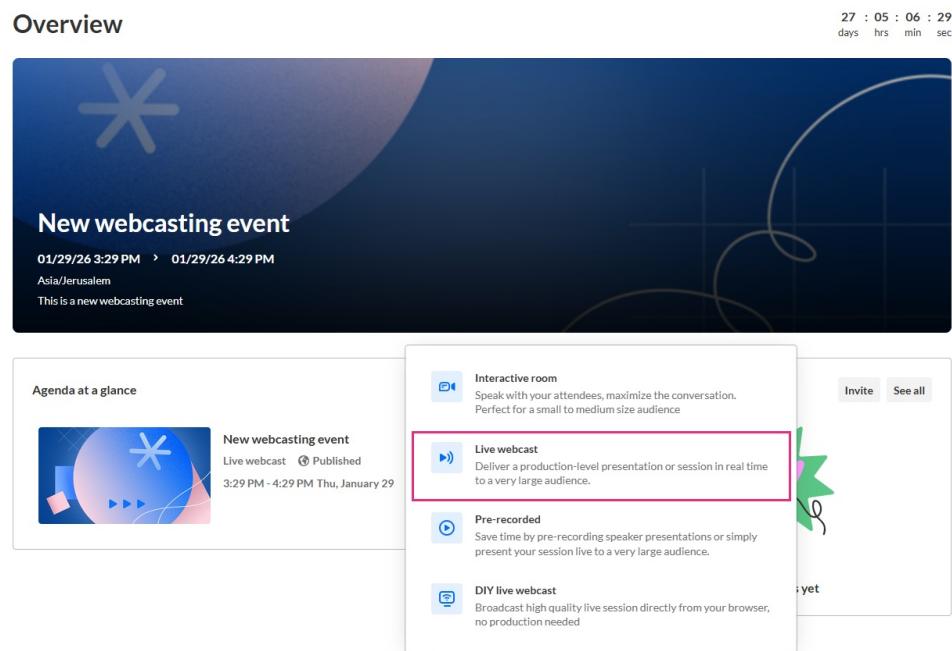
Speakers

Invite See all

No speakers yet

A list of session types pops up.

3. Select **Live webcast**.



Overview

27 : 05 : 06 : 29  
days hrs min sec

New webcasting event

01/29/26 3:29 PM > 01/29/26 4:29 PM  
Asia/Jerusalem  
This is a new webcasting event

Agenda at a glance

New webcasting event  
Live webcast Published  
3:29 PM - 4:29 PM Thu, January 29

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.

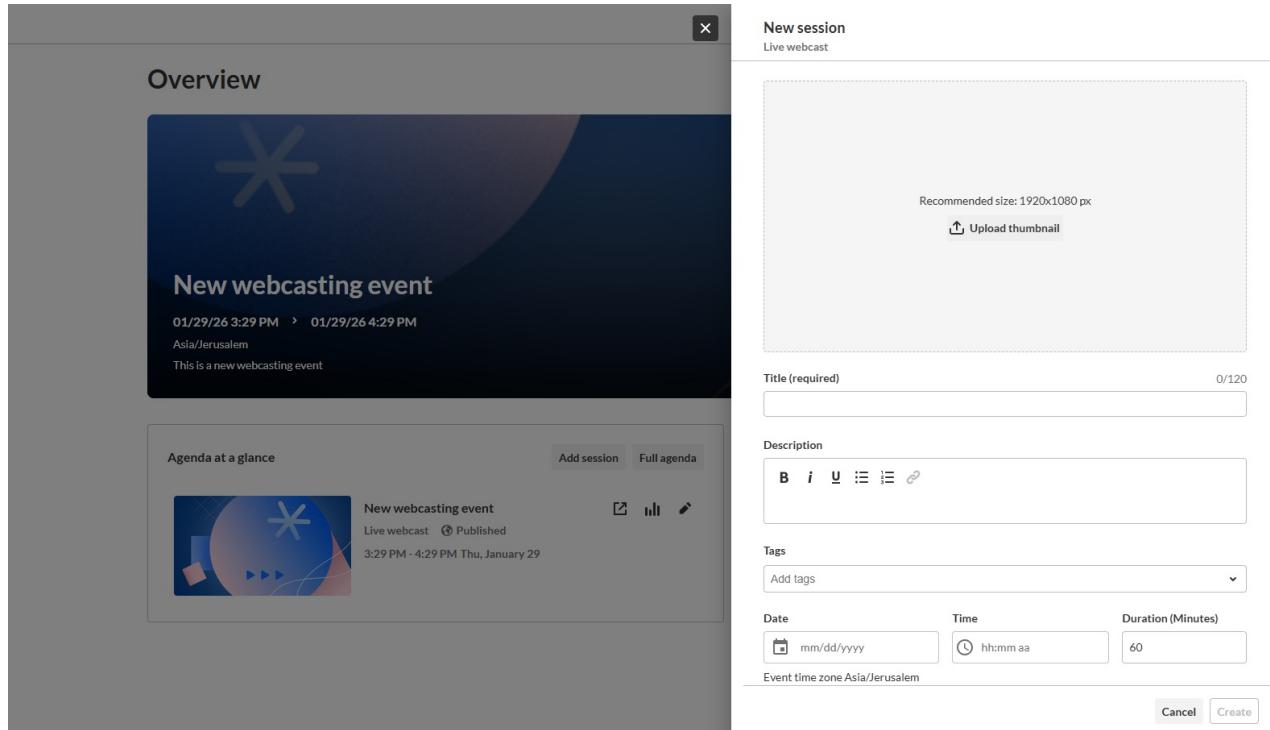
Pre-recorded  
Save time by pre-recording speaker presentations or simply present your session live to a very large audience.

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

Invite See all

No speakers yet

A 'New session' panel opens on the right.



The screenshot shows the Kaltura interface for creating a new session. On the left, there's an 'Overview' panel with a thumbnail, the title 'New webcasting event', the date '01/29/26 3:29 PM' to '01/29/26 4:29 PM', and the location 'Asia/Jerusalem'. Below this is an 'Agenda at a glance' section with a preview of the event details. On the right, the 'New session' form is displayed with the following fields:

- Thumbnail:** A placeholder box with a dashed border. Text inside says 'Recommended size: 1920x1080 px' and 'Upload thumbnail' with an upload icon.
- Title (required):** A text input field with a character count of '0/120'.
- Description:** A rich text editor with a toolbar containing bold (B), italic (i), underline (u), and other icons.
- Tags:** A dropdown menu with the placeholder 'Add tags'.
- Date:** A date input field showing '3:29 PM - 4:29 PM Thu, January 29'.
- Time:** A time input field showing 'hh:mm aa'.
- Duration (Minutes):** A duration input field showing '60'.
- Event time zone:** A dropdown menu showing 'Asia/Jerusalem'.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

4. Fill in the required fields and any additional information you want to display on the agenda (see [the section below](#) for details)
5. When you're done, click the blue **Create** button at the bottom right.



New session  
Live webcast

Recommended size: 1920x1080 px

Upload thumbnail

Title (required) 28/120  
New session for live webcast

Description

**B** *i* u  $\equiv$   $\equiv$

New session 1

Tags

action Add tags

Date 01/30/2026 Time 04:12 pm Duration (Minutes) 60

Event time zone Asia/Jerusalem

Cancel Create

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



Agenda at a glance

New webcasting event  
Live webcast Published  
3:29 PM - 4:29 PM Thu, January 29

Speakers

Louise Smith Attended

New session for live webcast  
Live webcast Published  
4:12 PM - 5:12 PM Fri, January 30



## Basic 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

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

60

Event time zone Asia/Jerusalem

**Speakers**

Lou|

<input type="checkbox"/>  Louise Smith	louise._____@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**

John|

 **No results found**  
Can't find a speaker?

[Invite a speaker](#)

**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](#)

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

### 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.

Simple 



5 James Li



- 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

## Session controls

### AI assistant (optional)

Toggle on to activate Kaltura's AI assistant for this session.

#### AI assistant

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

Activate



For details, see [Activate AI Assistant for your live session](#).

## 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

#### Site visibility



Published This session is available on the event agenda



Published

This session is available on the event agenda

in page, but you



Unlisted

The session can be reached via direct link only



Private

This session is available only for team members, not for attendees

## 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