Add a Live webcast session to your event

Content updated: 10/04/2023

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**.

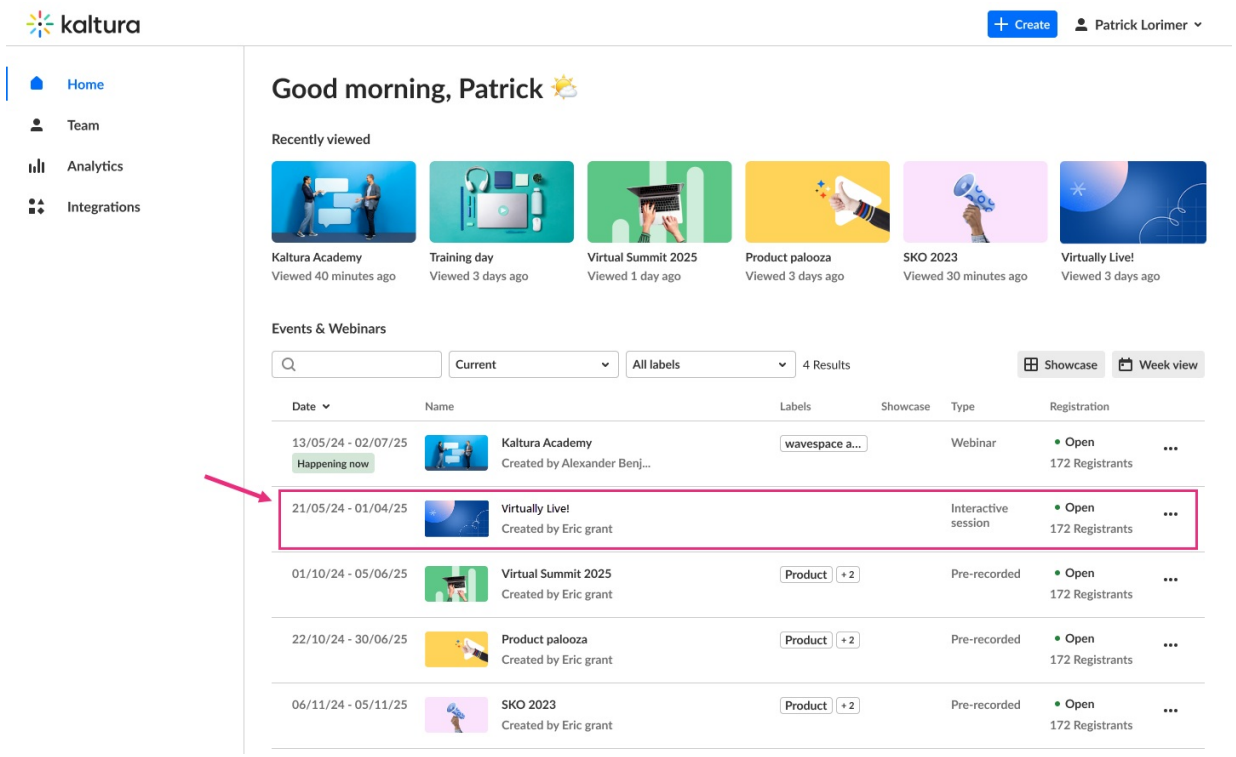
Once the session is created, the webcast studio is automatically created as well. Moderators may access the webcast studio via a direct private link and begin preparing ahead of the broadcast. The agenda is available to all on the event site.

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

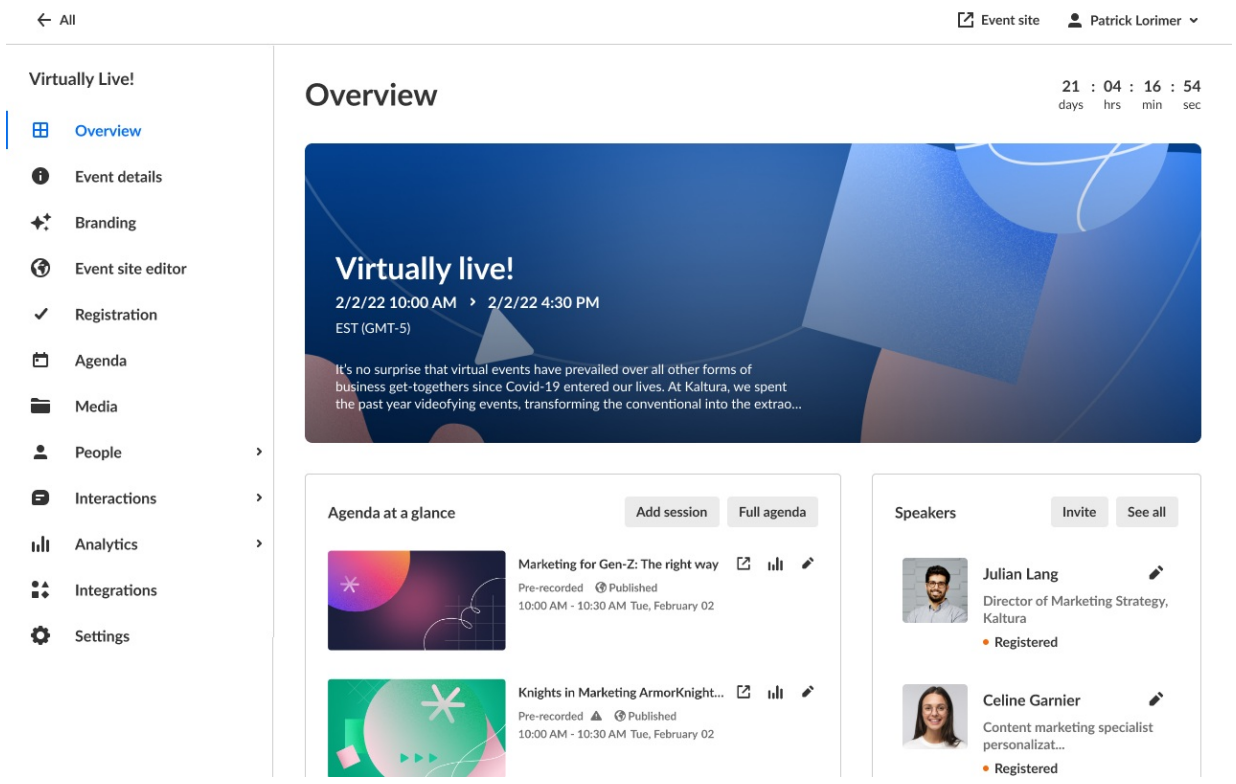
Add a Live webcast session

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

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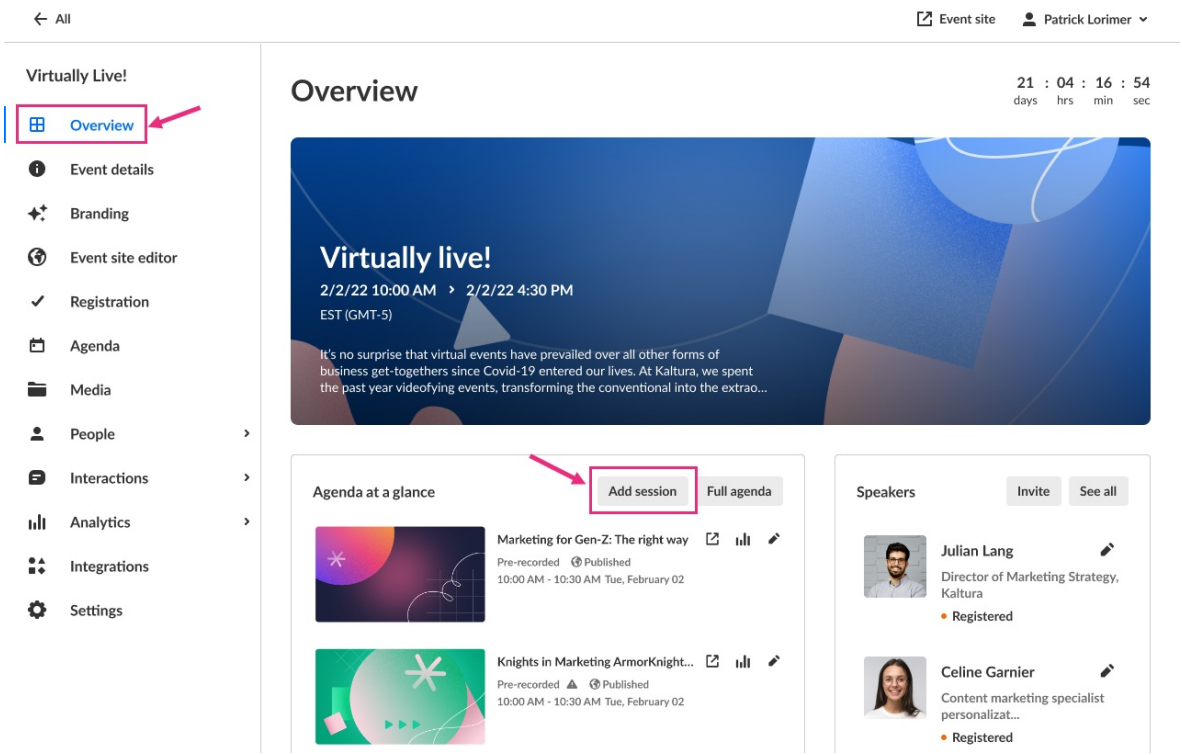
The **Overview** page displays.



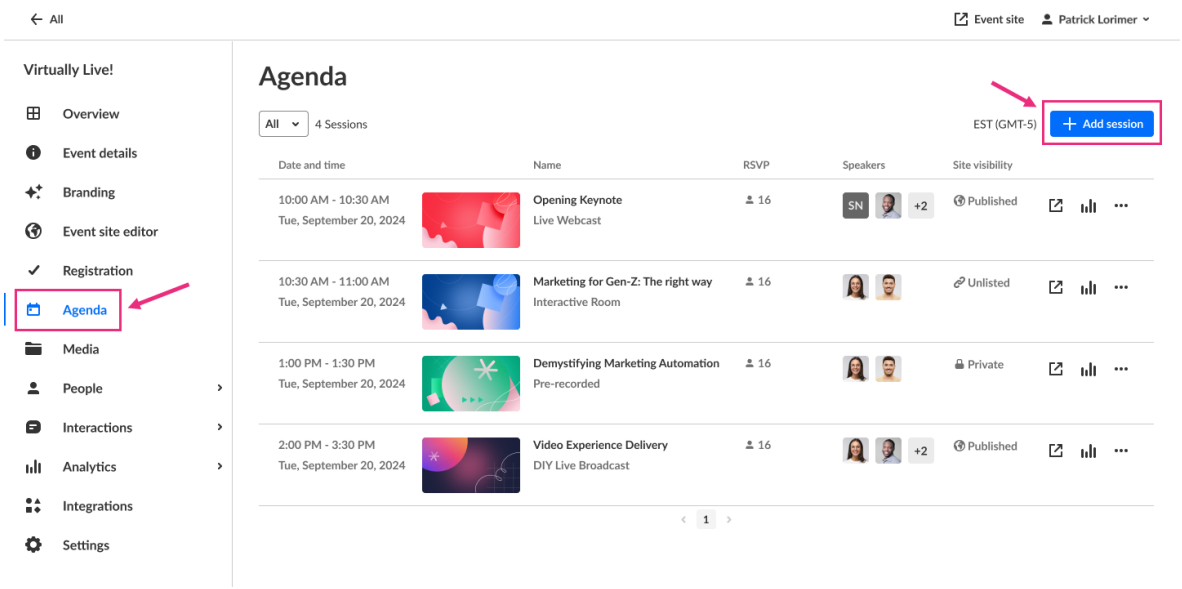
There are two ways to add a Live webcast session to your event:

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

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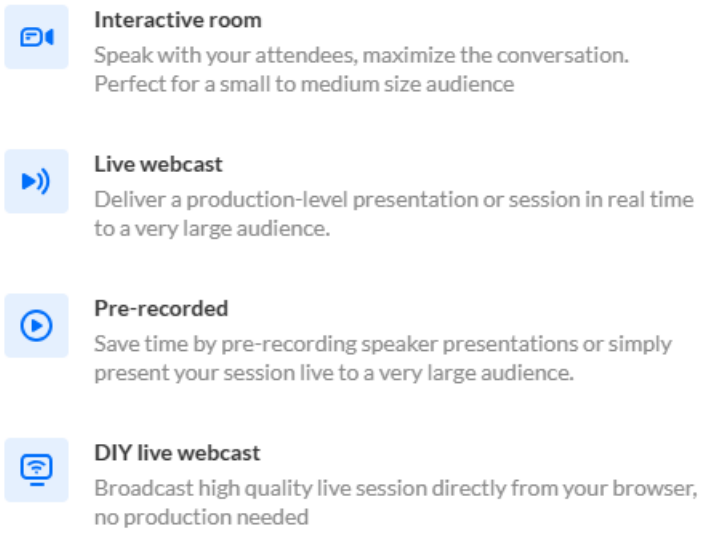


- On the Agenda page click **+ Add session**.

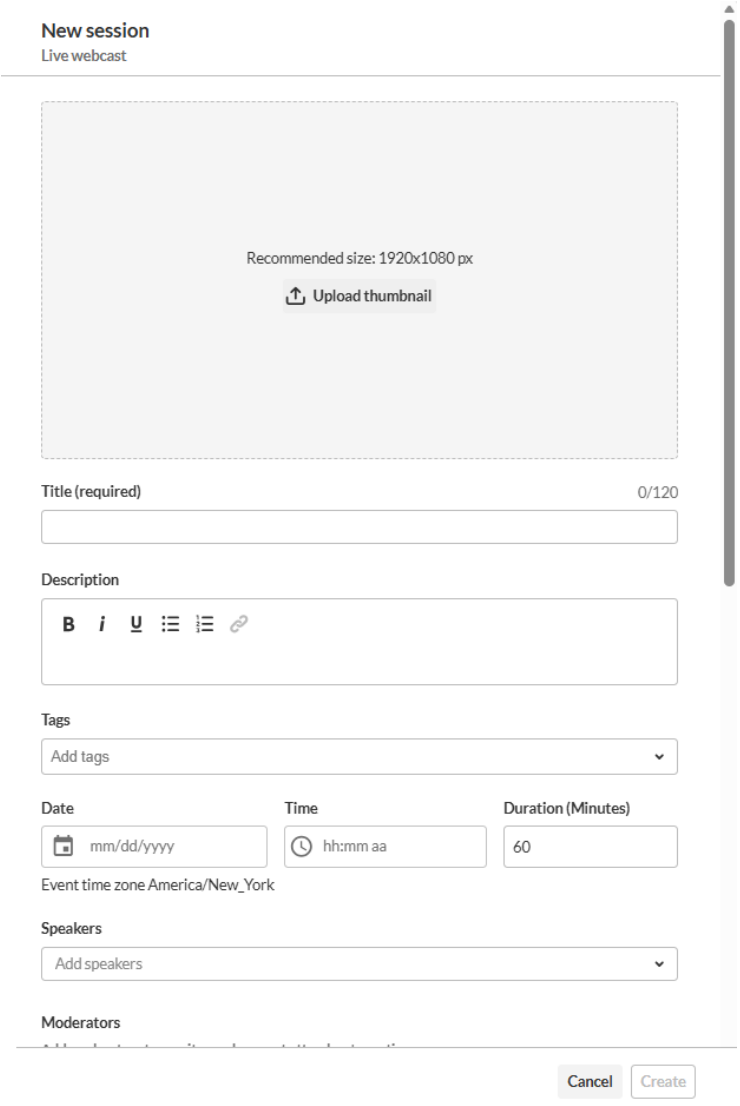


The Add session pop-up screen displays.

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

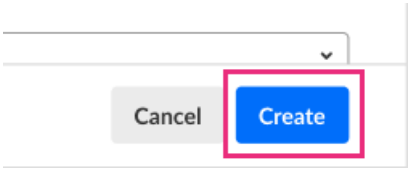


3. Fill in the required fields and any additional information you want to display on the

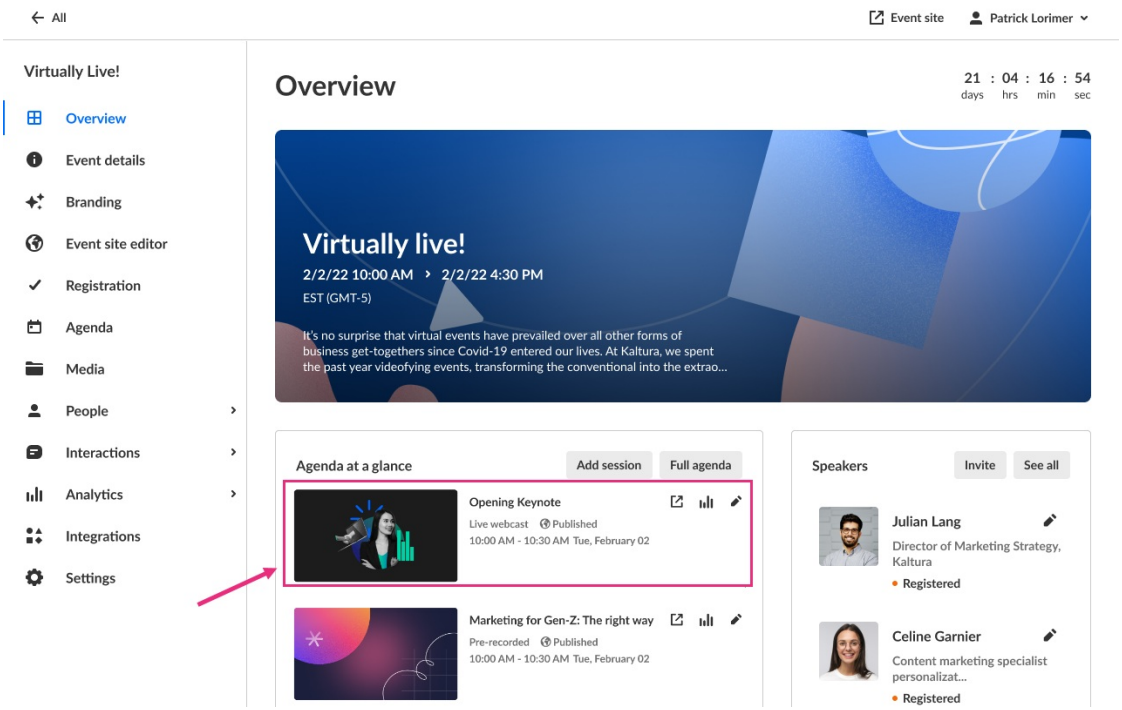
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agenda (see the section below for details).

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.

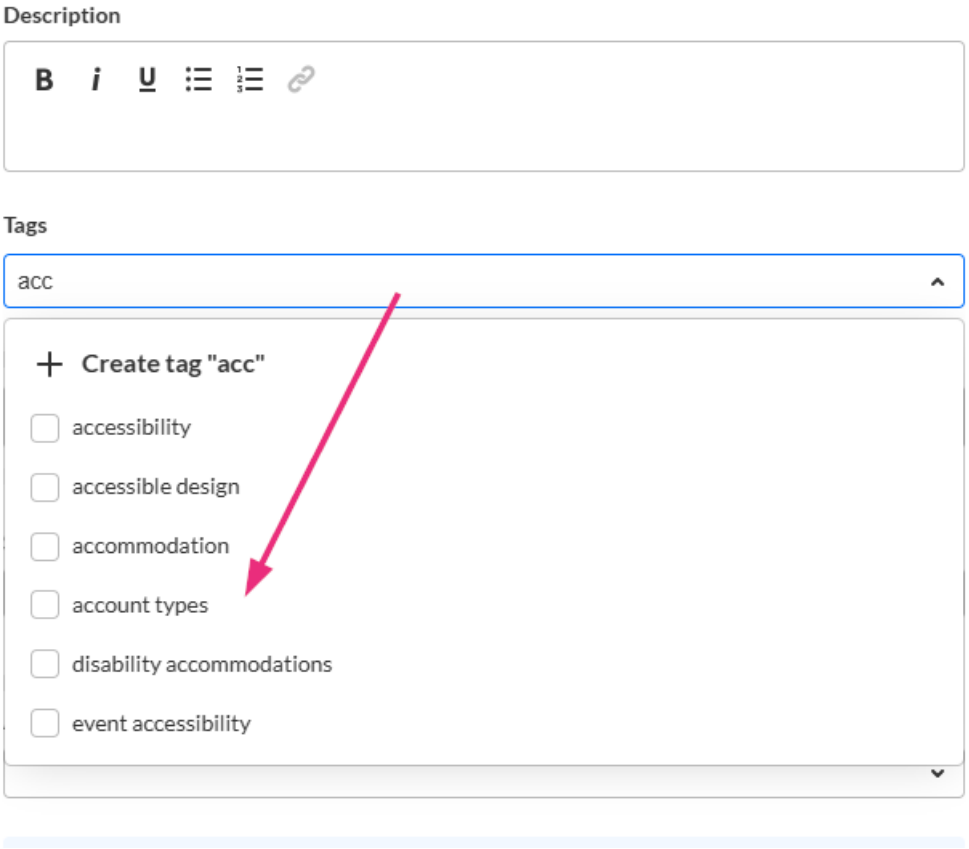
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When entering a URL in the Description field, use **http(s)://** (full path) for external links.

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



- **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

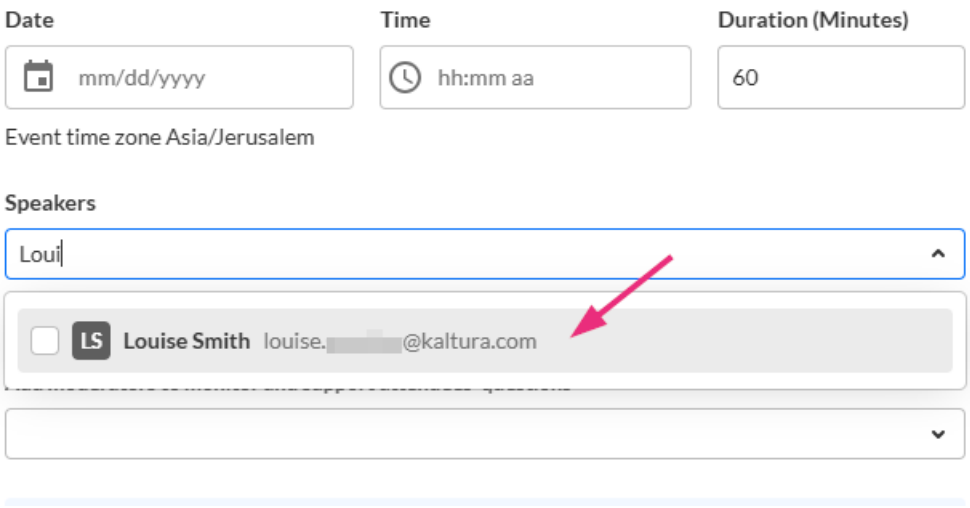
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- **Time** (required) - Select the session start time
- **Duration** (required) - Enter the session length in minutes (max is 1440 minutes = 24 hours).

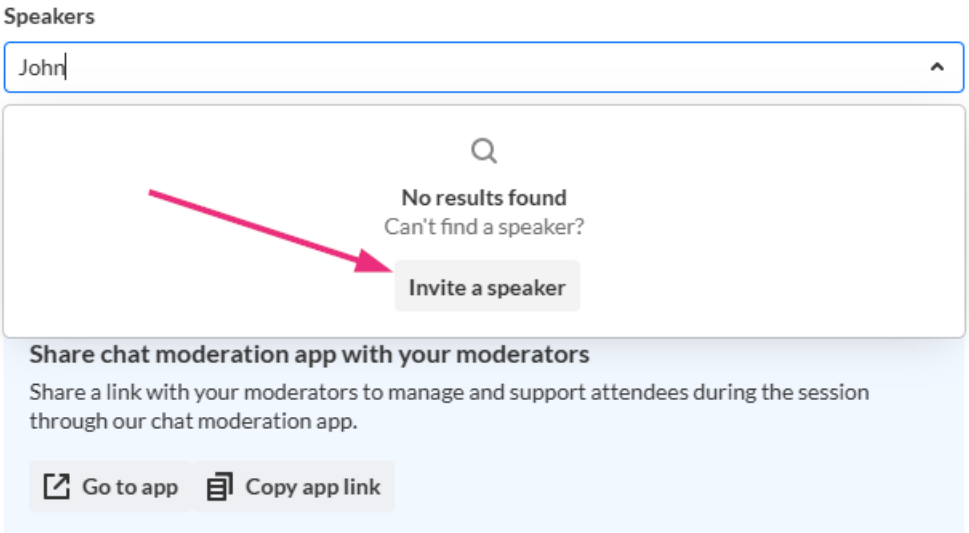
Speakers

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

Start typing the name and select it from the list



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.

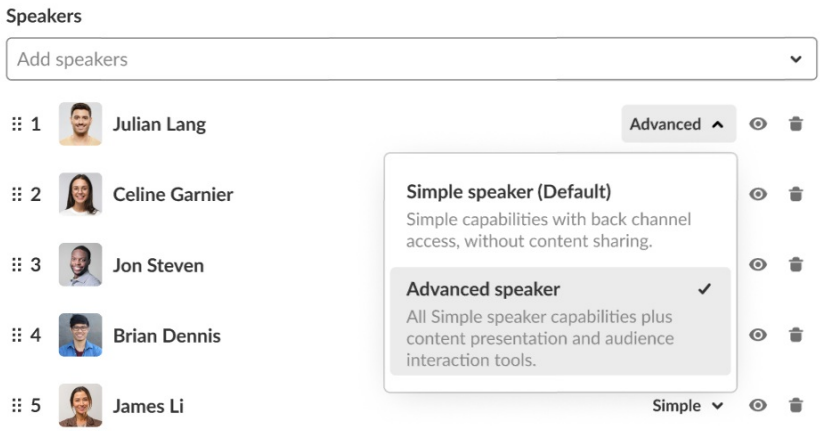


You can:

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

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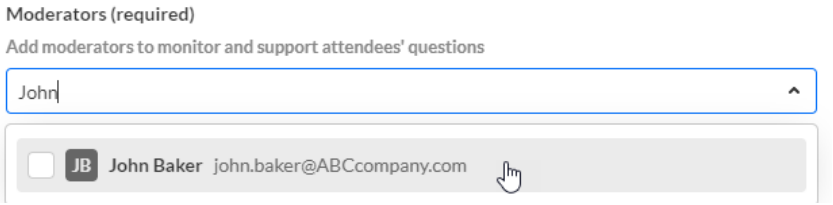
- Remove speakers using the **trash** icon
- Set speaker permissions to **Simple speaker** or **Advanced speaker**



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

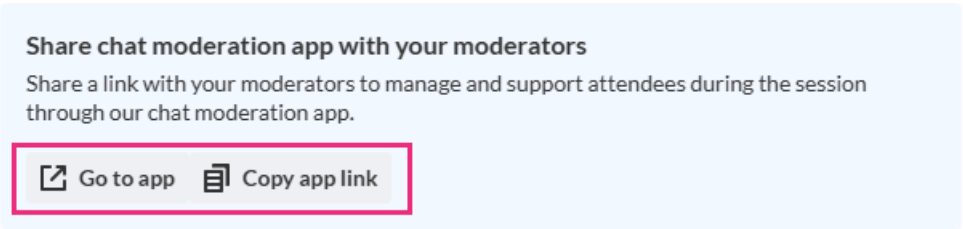
Moderators (required)

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.



Moderation app

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



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

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

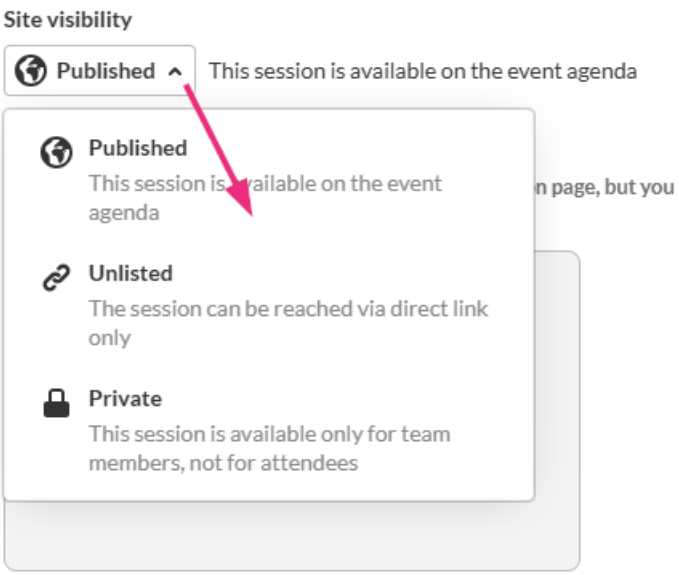
The moderation app supports:

- 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

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Additional information section can be used to:

- Capture internal session details
- Support certification or CPE requirements

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