

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**.



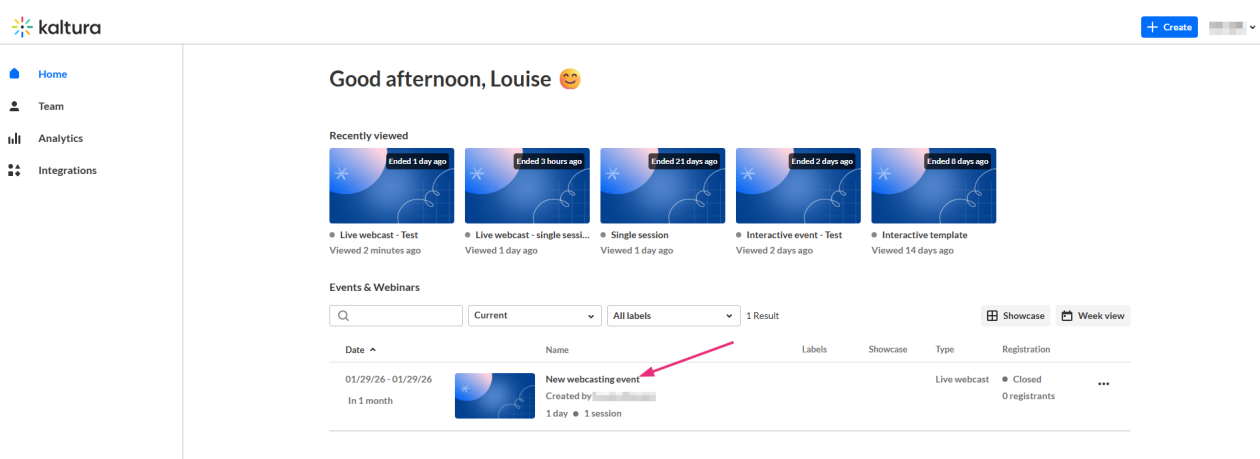
Once the session is created, the webcast studio is automatically created as well. Moderators may access the webcast studio via a direct private link and begin preparing ahead of the broadcast. The agenda is available to all on the event site.



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.

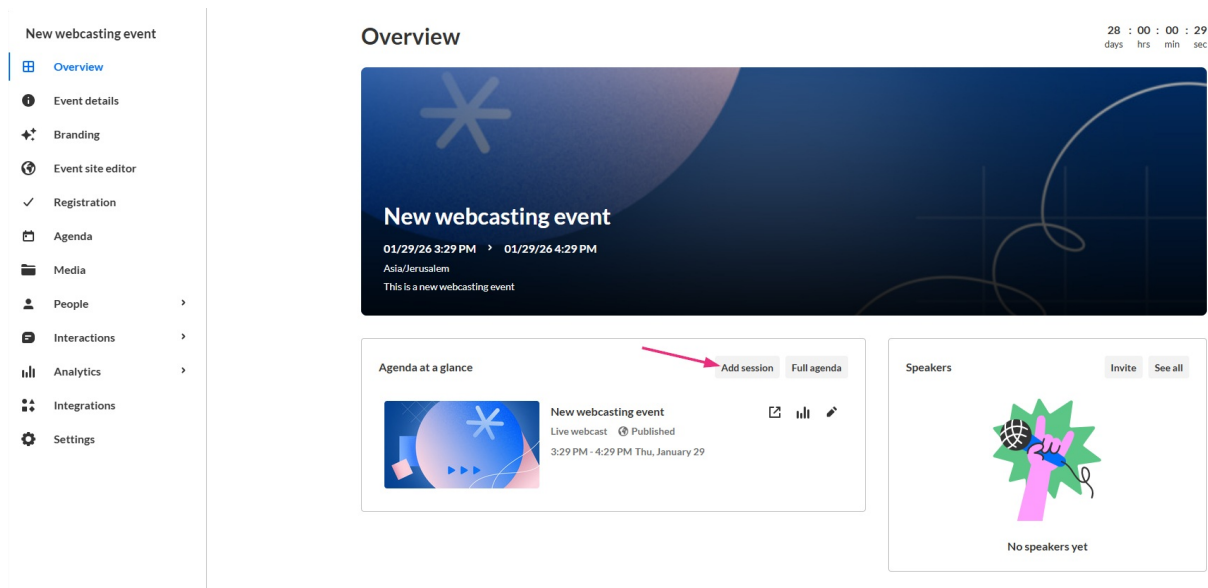


The screenshot shows the Kaltura Events homepage. On the left is a sidebar with navigation options: Home, Team, Analytics, and Integrations. The main content area displays a greeting "Good afternoon, Louise" and a "Recently viewed" section with five event thumbnails. Below this is an "Events & Webinars" section with a search bar, filters, and a table of events. A red arrow points to the "New webcasting event" entry in the table.

Date	Name	Labels	Showcase	Type	Registration
01/29/26 - 01/29/26 In 1 month	New webcasting event Created by [User] 1 day • 1 session			Live webcast	Closed 0 registrants

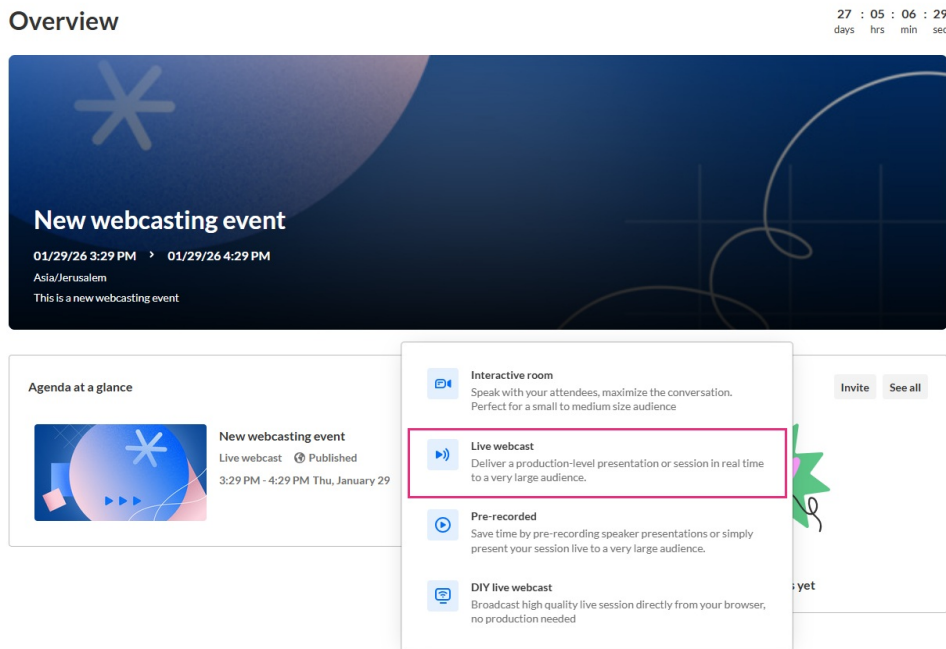
The **Overview** page displays.

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



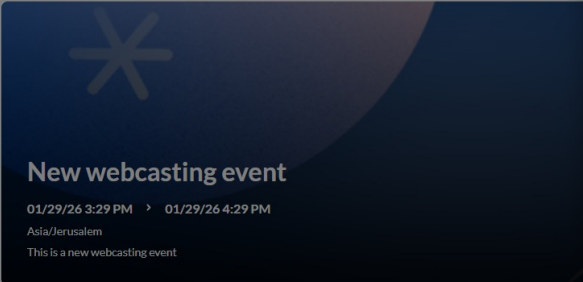
A list of session types pops up.

3. Select **Live webcast**.



A 'New session' panel opens on the right.

Overview




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

[Add session](#)
[Full agenda](#)

New session

Live webcast

Recommended size: 1920x1080 px

Upload thumbnail

Title (required) 0/120

Description

B i U

Tags

Add tags

Date

mm/dd/yyyy

Time

hh:mm aa

Duration (Minutes)

60

Event time zone Asia/Jerusalem

Cancel

Create

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

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.

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

3:29 PM - 4:29 PM Thu, January 29




New session for live webcast

Live webcast

4:12 PM - 5:12 PM Fri, January 30

Speakers

Invite See all



LS

Louise Smith

Attended

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

LS

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	 Simple speaker (Default) Simple capabilities with back channel access, without content sharing. 👁 🗑
:: 3  Jon Steven	 Advanced speaker ✓ All Simple speaker capabilities plus content presentation and audience interaction tools. 👁 🗑
:: 4  Brian Dennis	👁 🗑
:: 5  James Li	Simple v 👁 🗑



- 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



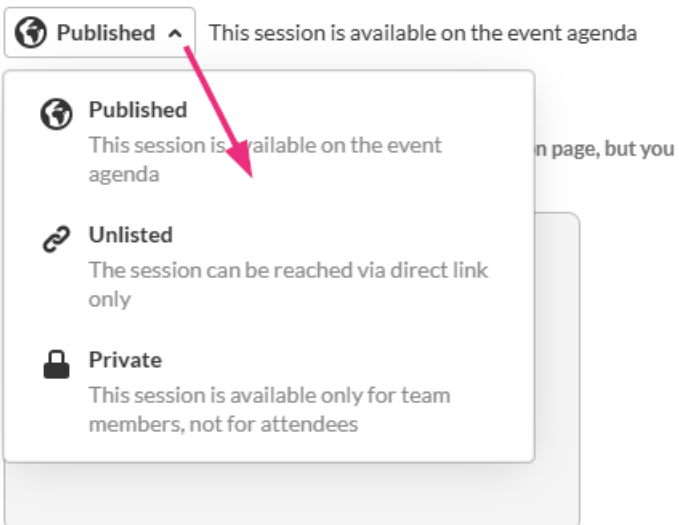
For details, see [Activate AI Assistant for your live session](#).

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



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
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