

Add a Pre-recorded session to your event


Last Modified on 06/12/2026 11:53 pm IDT


 This article is designated for all users.

About

This article describes how to add a Pre-recorded session to your multi-session event.

Pre-recorded sessions are pre-recorded videos that are broadcasted as if they were live. They are considered as if they were a live broadcast from the system's point of view (player, analytics, etc.).

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

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

Add a Pre-recorded 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 21 : 04 : 16 : 54 days hrs min sec

Overview

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

- Opening Keynote
Live webcast Published
10:00 AM - 10:30 AM Tue, February 02
- Knights in Marketing Armor...
DIY live webcast 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 Pre-recorded session to your event:

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

← All Event site Patrick Lorimer

Virtually Live!

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

Overview

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Agenda at a glance

Add session
Full agenda




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









← All Event site Patrick Lorimer

Virtually Live!

- Overview
- Event details
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- Event site editor
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- Agenda**
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Agenda

EST (GMT-5) + Add session

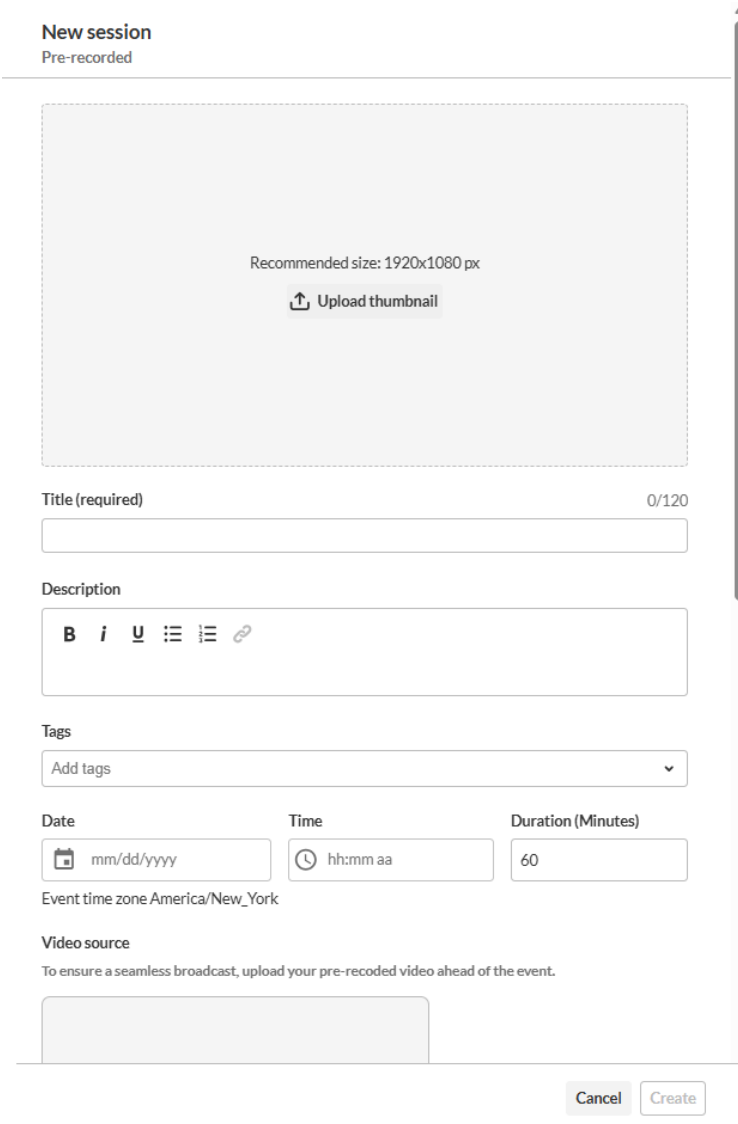
Date and time	Name	RSVP	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	 Opening Keynote Live Webcast	16	 +2	Published
10:30 AM - 11:00 AM Tue, September 20, 2024	 Marketing for Gen-Z: The right way Interactive Room	16		Unlisted
1:00 PM - 1:30 PM Tue, September 20, 2024	 Demystifying Marketing Automation Pre-recorded	16		Private
2:00 PM - 3:30 PM Tue, September 20, 2024	 Video Experience Delivery 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 **Pre-recorded**. The 'New session' panel displays.



New session
Pre-recorded

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

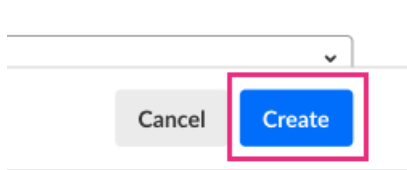
Video source
To ensure a seamless broadcast, upload your pre-recorded video ahead of the event.

Cancel Create

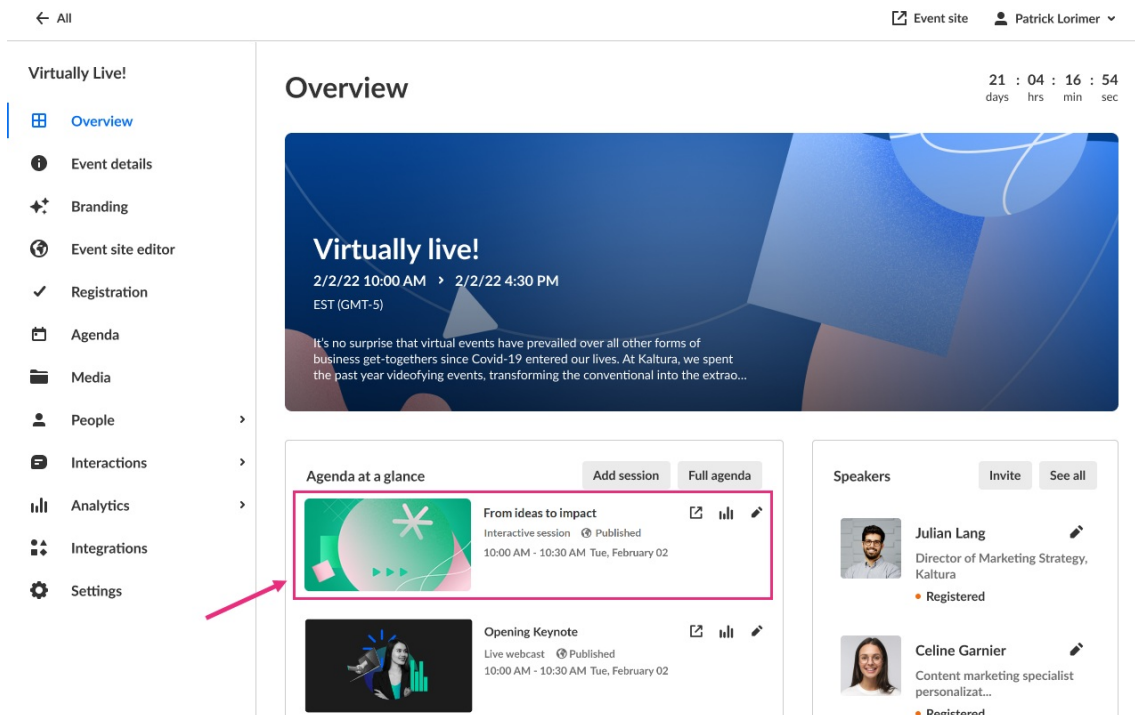
3. Fill in the required fields and any additional information you want to display on the

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.



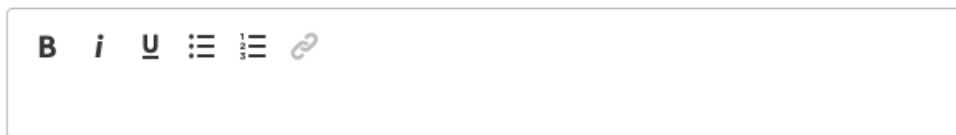
When entering a URL in the Description field, use **http(s)://** (full path) for external links.

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.

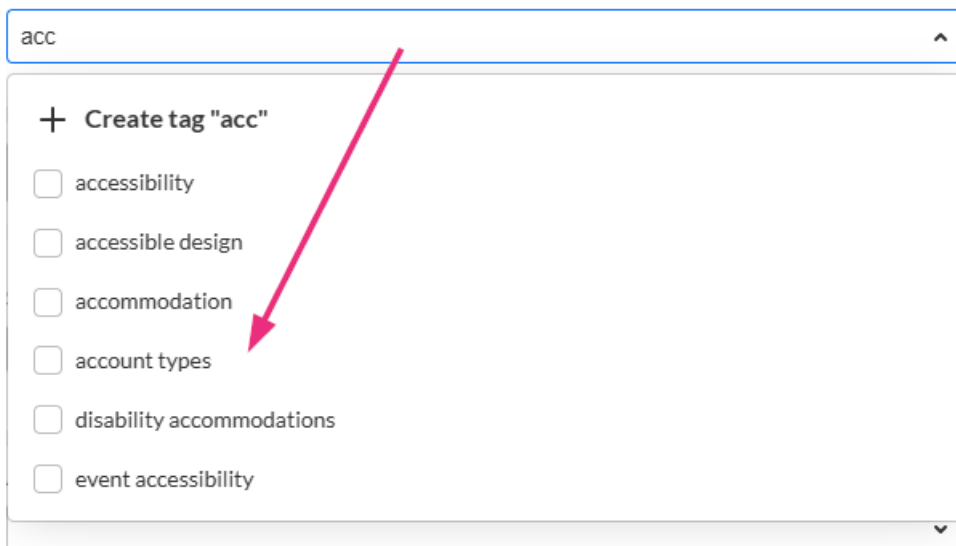
- **To add an existing tag**, start typing and select it from the list

Description



A text input field for the description, containing icons for bold (B), italic (i), underline (U), bulleted list, numbered list, and link.

Tags



A dropdown menu for tags. The search input contains 'acc'. The dropdown list shows a '+ Create tag "acc"' option and a list of existing tags: accessibility, accessible design, accommodation, account types, disability accommodations, and event accessibility. A red arrow points to the 'account types' tag.

- **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).

Video source

In the Video source section, click **Upload** and choose the desired media from your computer (we recommend MP4 and MOV file formats), or click **Choose from media** and select from media that has already been uploaded to the event site via the Media page (for more information on uploading media to the event site, see [Manage Media for your Event](#)). Media upload status is displayed in this window once video source has been selected and you may choose to cancel the action while processing. Upload status is also displayed on the Agenda.



Media must be the same duration as the scheduled session time - no longer and no shorter. If the media is longer than the scheduled session time, a warning message displays. In addition, to avoid interruptions, media must complete uploading prior to the broadcast's start time. 30 minutes before broadcast start time, Upload functionality will be disabled and will remain disabled while the session is in progress. If the session is about to start, and you would like to upload media, consider postponing the start time of the broadcast.

Speakers

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

Start typing the name and select it from the list

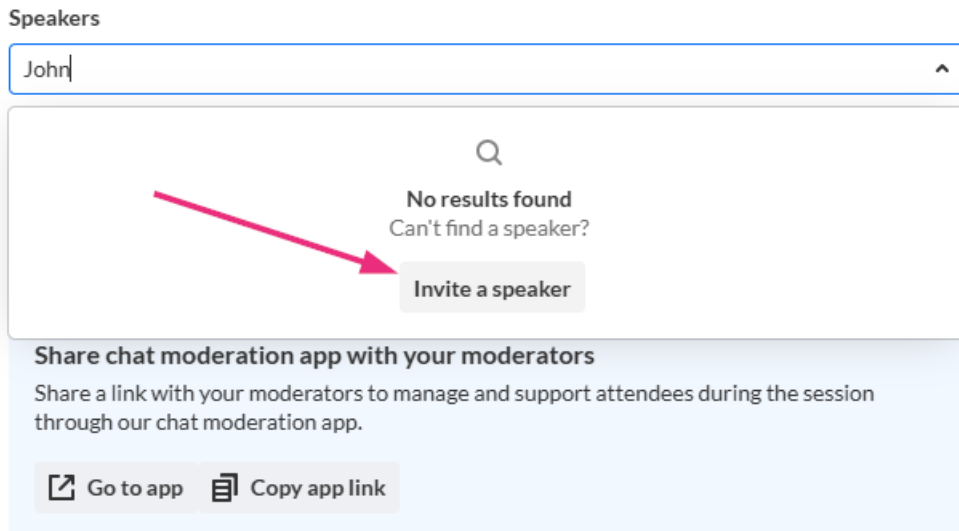
Date	Time	Duration (Minutes)
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="hh:mm aa"/>	<input type="text" value="60"/>

Event time zone Asia/Jerusalem

Speakers

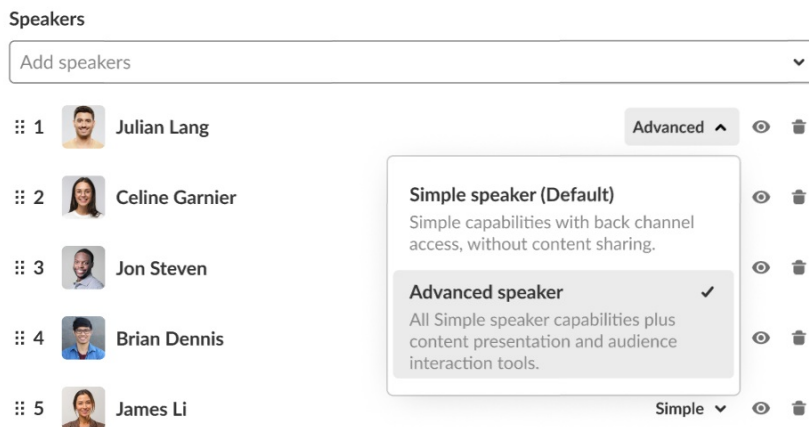
LS Louise Smith louise.████████@kaltura.com

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.



You can:

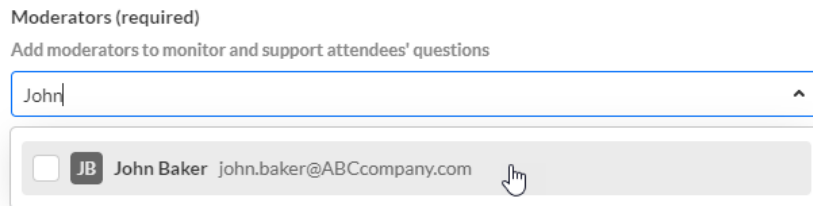
- Reorder speakers using the **six dots** to the left
- Show or hide speakers using the **eye** icon
- Remove speakers using the **trash** icon
- Set speaker permissions to **Simple speaker** or **Advanced speaker**



- 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.

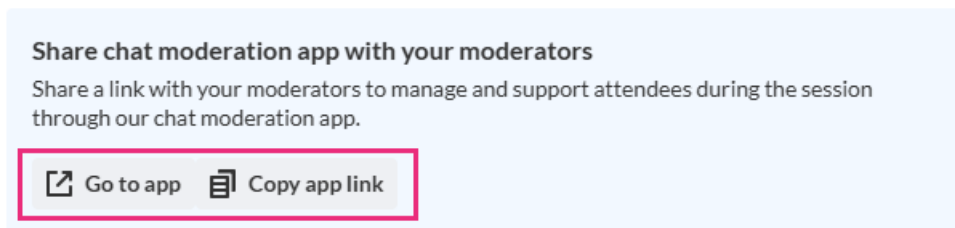
Moderators (required)

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

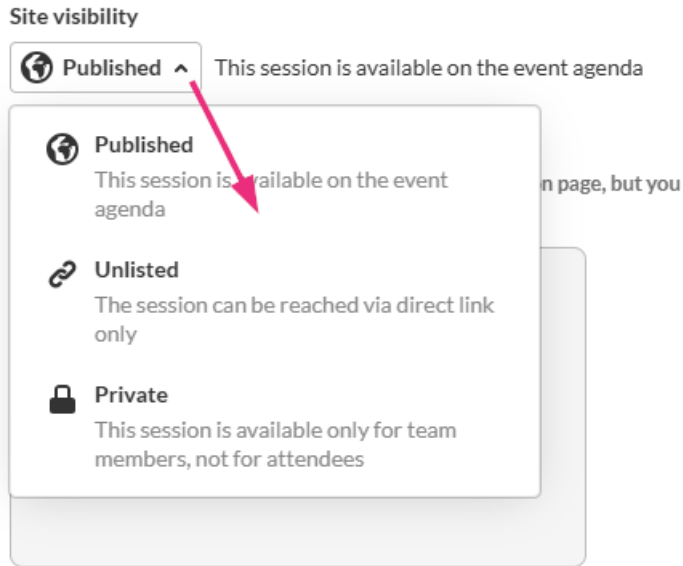
The moderation app supports:

- 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



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