

## Add a DIY live webcast session to your event

Last Modified on 06/12/2026 11:55 pm IDT

 This article is designated for all users.

### About

This article describes how to add a DIY live webcast session to your multi-session event.

DIY live webcasts give you the ability to broadcast/webcast a Kaltura live session directly from a Kaltura Studio room. Simply create a DIY live webcast session, then navigate to the Studio room and begin broadcasting.



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



Once the session is created, the studio is automatically created as well and is hidden from the general attendees. Moderators and speakers may access the studio via a direct private link. This way, they can begin preparing the studio ahead of the broadcast. The agenda, on the other hand, 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 DIY 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 [v] All labels [v] 4 Results [Showcase] [Week view]

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

**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** [Share] [Analytics] [Edit]  
Pre-recorded [Published] 10:00 AM - 10:30 AM Tue, February 02
- Knights in Marketing ArmorKnight...** [Share] [Analytics] [Edit]  
Pre-recorded [Published] 10:00 AM - 10:30 AM Tue, February 02

**Speakers** [Invite] [See all]

- Julian Lang** [Edit]  
Director of Marketing Strategy, Kaltura  
Registered
- Celine Garnier** [Edit]  
Content marketing specialist personalizat...  
Registered

There are two ways to add a DIY 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!

- 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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Pre-recorded Published  
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#### Speakers

Invite See all

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

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

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

← All Event site Patrick Lorimer

Virtually Live!

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## Agenda

EST (GMT-5) + Add session

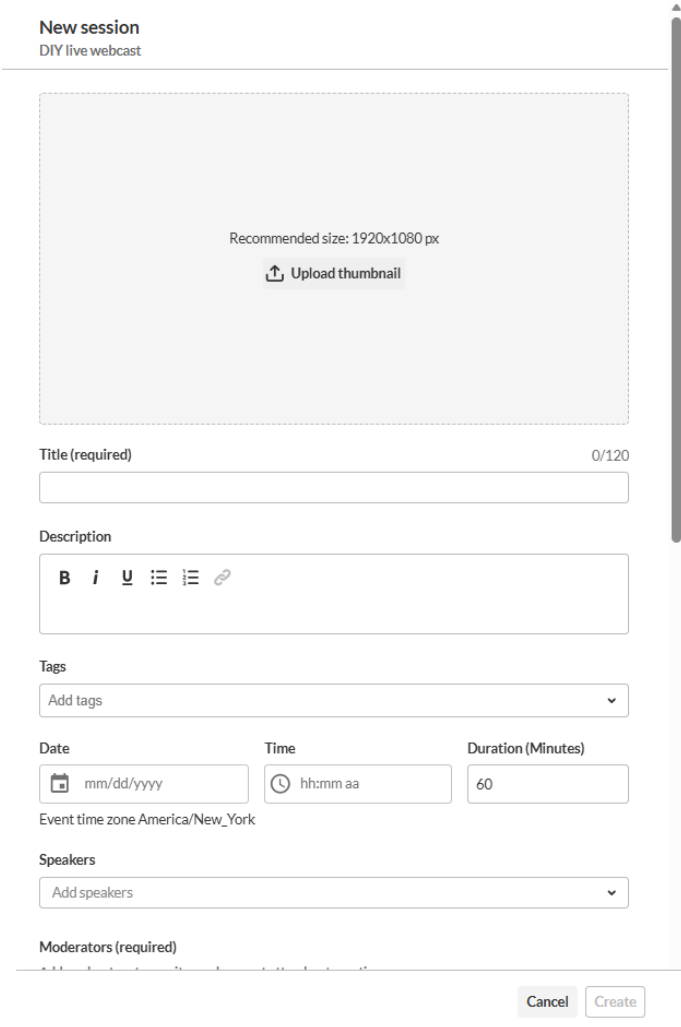
Date and time	Name	RSVP	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	<b>Opening Keynote</b> Live Webcast	16	+2	Published
10:30 AM - 11:00 AM Tue, September 20, 2024	<b>Marketing for Gen-Z: The right way</b> Interactive Room	16		Unlisted
1:00 PM - 1:30 PM Tue, September 20, 2024	<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 **DIY live webcast**. The 'New session' panel displays.



**New session**  
DIY 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

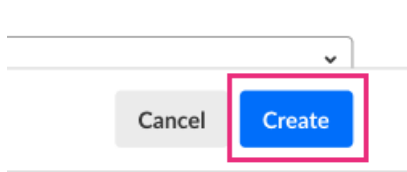
Speakers

Moderators (required)

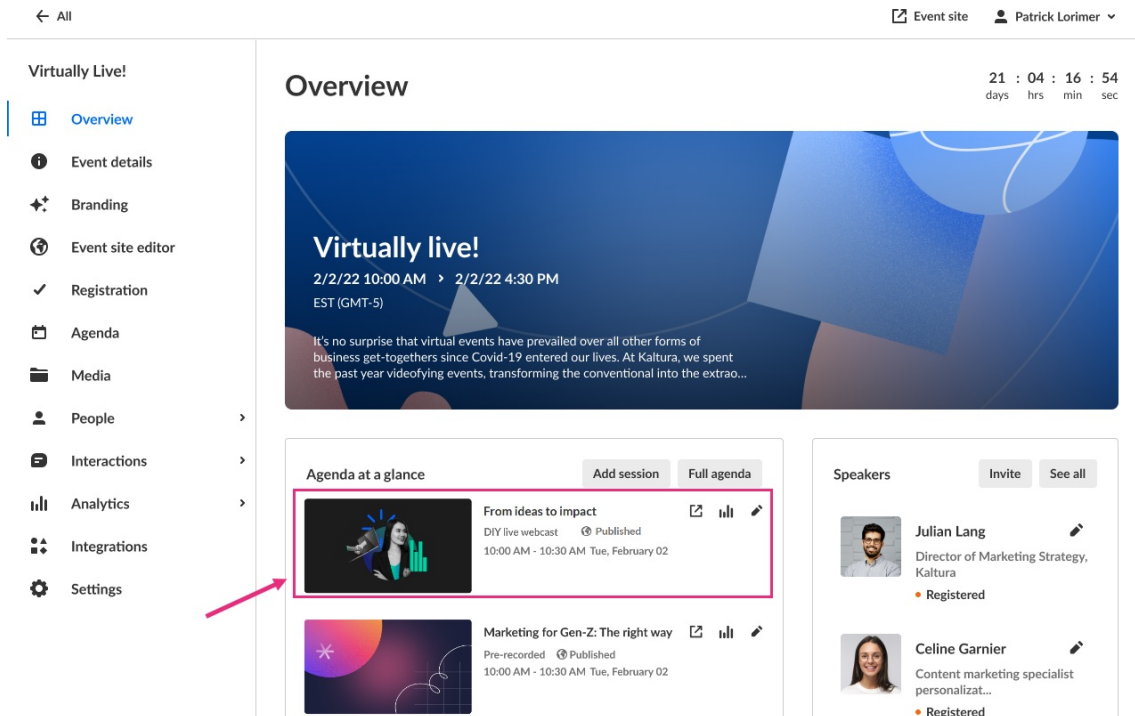
Cancel Create

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.

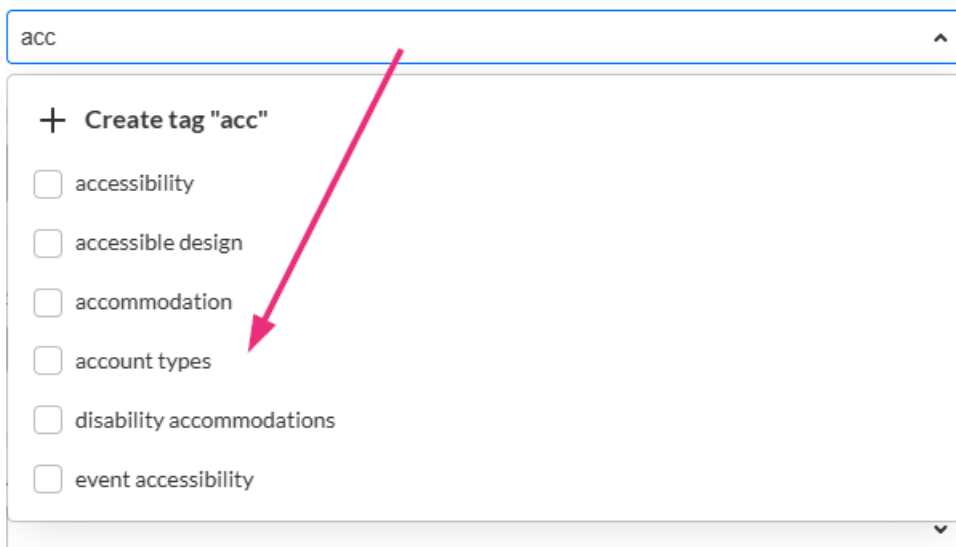
- **To add an existing tag**, start typing and select it from the list

### Description



A text input field for the session description. Above the input area is a toolbar containing icons for bold (B), italic (i), underline (U), bulleted list, numbered list, and a link icon.

### Tags



A tags selection interface. At the top is a search input field containing the text "acc". Below the search field is a list of tags, each with an unchecked checkbox:

- + Create tag "acc"
- accessibility
- accessible design
- accommodation
- account types
- disability accommodations
- event accessibility

A red arrow points from the search input field to the "accommodation" 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).

## 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.

**Speakers**

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.

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 and studio links

Click **Launch moderation app** to access the chat moderation app, which allows you and your moderators to organize, manage, and answer Q&A threads; publish polls and Q&As; and answer private chats during the session. Click **Copy app link** to share a link to the moderation app with your moderators.

**Moderation & studio links to share with speakers and moderators**

Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.

Launch moderation app
 Copy app link
 Copy studio link

After you've saved your new session, one link becomes active and four additional links display via the Edit session page.

**Copy studio link** - Let the moderators and speakers assigned to the session access the studio and begin preparing ahead of the broadcast. See [Copy Studio link to share with a moderator](#).




**Moderators (required)**

Add moderators to monitor and support attendees' questions

JH J is X Add moderators

**Moderation & studio links to share with speakers and moderators**

Moderators can manage the session and support attendees via the moderation app. Speakers can prepare their session before it starts via the broadcast studio.

-  Launch moderation app
-  Copy app link
-  **Copy studio link**

**A - Launch studio** - Activate your broadcast studio, add files to your playlist, and start broadcasting directly from a Kaltura room. See [Launch the Studio](#).

**B - Copy link** - Let the moderators and speakers assigned to the session access the studio and begin preparing ahead of the broadcast. See [Copy Studio link to share with a moderator](#).

**C - Visit session page** - Access the session directly from the Edit Session page.


**D - Copy link** - Copy a direct link to the session page for sharing purposes.

**2023 Goals**


DIY live webcast



- Basics**
- Captions
- Attachments
- Share & Embed




**Setup your broadcast studio**


 Launch studio

[Copy link](#) to share with the speakers and moderators

A
B



**Session page for audience**

 Visit session page

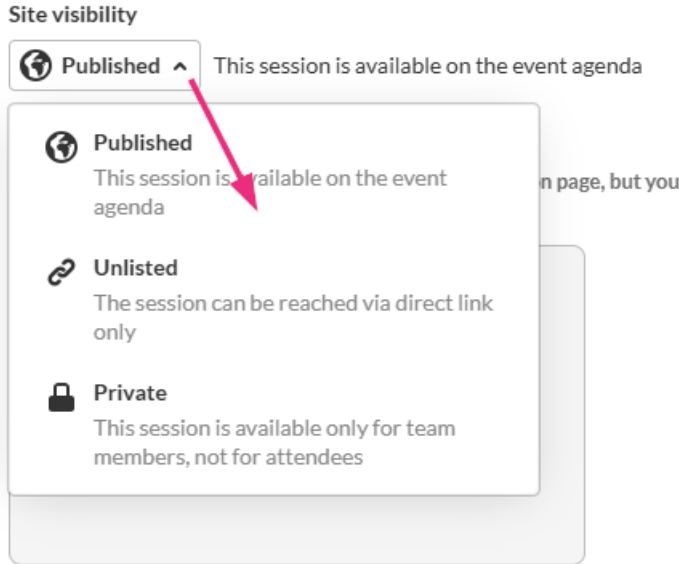
[Copy link](#) to share with your registrants

C
D

## 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