

Town hall session cards

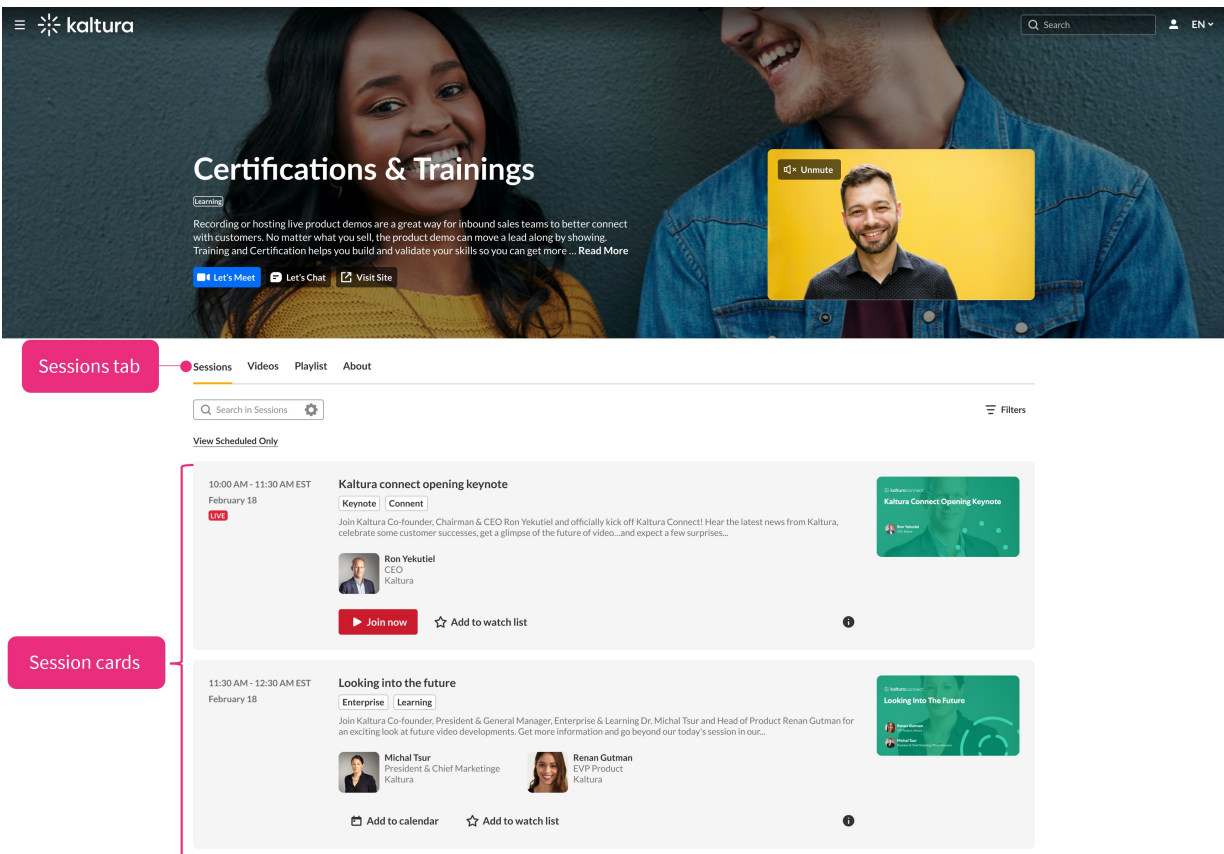
Last Modified on 03/23/2025 1:23 pm IST

 This article is designated for all users.

About

The session card provides attendees with all the key information and actions they need to engage with the event. Once a scheduled session for a webcast or Kaltura Meeting is published to a channel, its session card appears under the **Sessions tab** on the channel page.

Session cards are also displayed on other Theming-based pages, such as [My Profile page](#) and [Template pages](#), making it easy for attendees to access session details wherever they are.



Sessions tab | Sessions | Videos | Playlist | About

Search in Sessions

View Scheduled Only

10:00 AM - 11:30 AM EST
February 18
LIVE

Kaltura connect opening keynote
Keynote | Comment

Join Kaltura Co-founder, Chairman & CEO Ron Yekutieli and officially kick off Kaltura Connect! Hear the latest news from Kaltura, celebrate some customer successes, get a glimpse of the future of video...and expect a few surprises.

Ron Yekutieli
CEO
Kaltura

Join now | **Add to watch list**

11:30 AM - 12:30 AM EST
February 18

Looking into the future
Enterprise | Learning

Join Kaltura Co-founder, President & General Manager, Enterprise & Learning Dr. Michal Tsur and Head of Product Renan Gutman for an exciting look at future video developments. Get more information and go beyond our today's session in our...

Michal Tsur
President & Chief Marketings
Kaltura

Renan Gutman
EVP Product
Kaltura

Add to calendar | **Add to watch list**

Session card details

The session card provides key details about the session, such as:

- **Scheduled time**

- **Title**
- **Description**
- **Tags**
- **Speaker information** (if applicable) - You can click on a speaker's icon to view a pop-up with the speaker's bio, without needing to navigate away from the page. This information is also accessible without logging in.
- **Thumbnail** - Learn how to set a thumbnail image in our article [Set a media thumbnail](#).



The settings are managed by your administrator in the [Widgets module](#).

- **'Join Now'** - This button automatically updates when the event starts, allowing you to join in real time without needing to refresh the page.
- **'RSVP'** - Allows you to indicate interest in specific sessions. Read more [below](#).



This setting is managed by your administrator in the [RSVP module](#).

- **'Watch'** - Available when the session (live/simulive) is connected to the video source. This button directs users to the VOD version after the session ends.
- **'Add to Watch List'** - If applicable, allows you to add the session to your **personal watch list**.
- **Add to Calendar** - Allows you to download the session details as a calendar invite (compatible with Outlook, Google, etc.). Read more [below](#). This button automatically updates to **Join Now** a set number of minutes before the session starts, allowing users to easily join without refreshing the page.



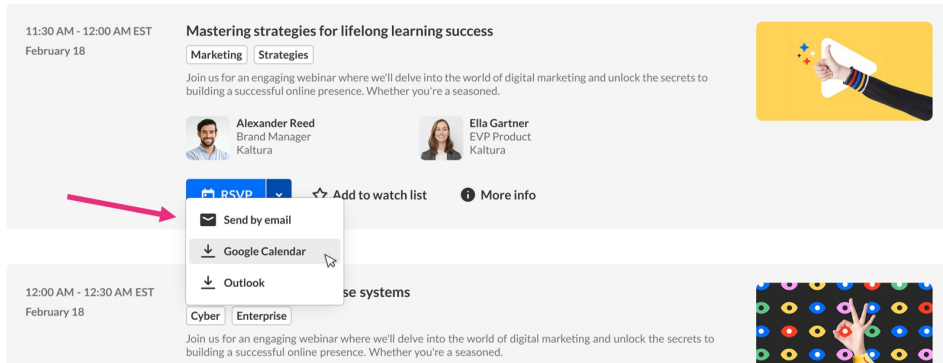
This setting is managed by your administrator in the [Widgets module](#).

RSVP

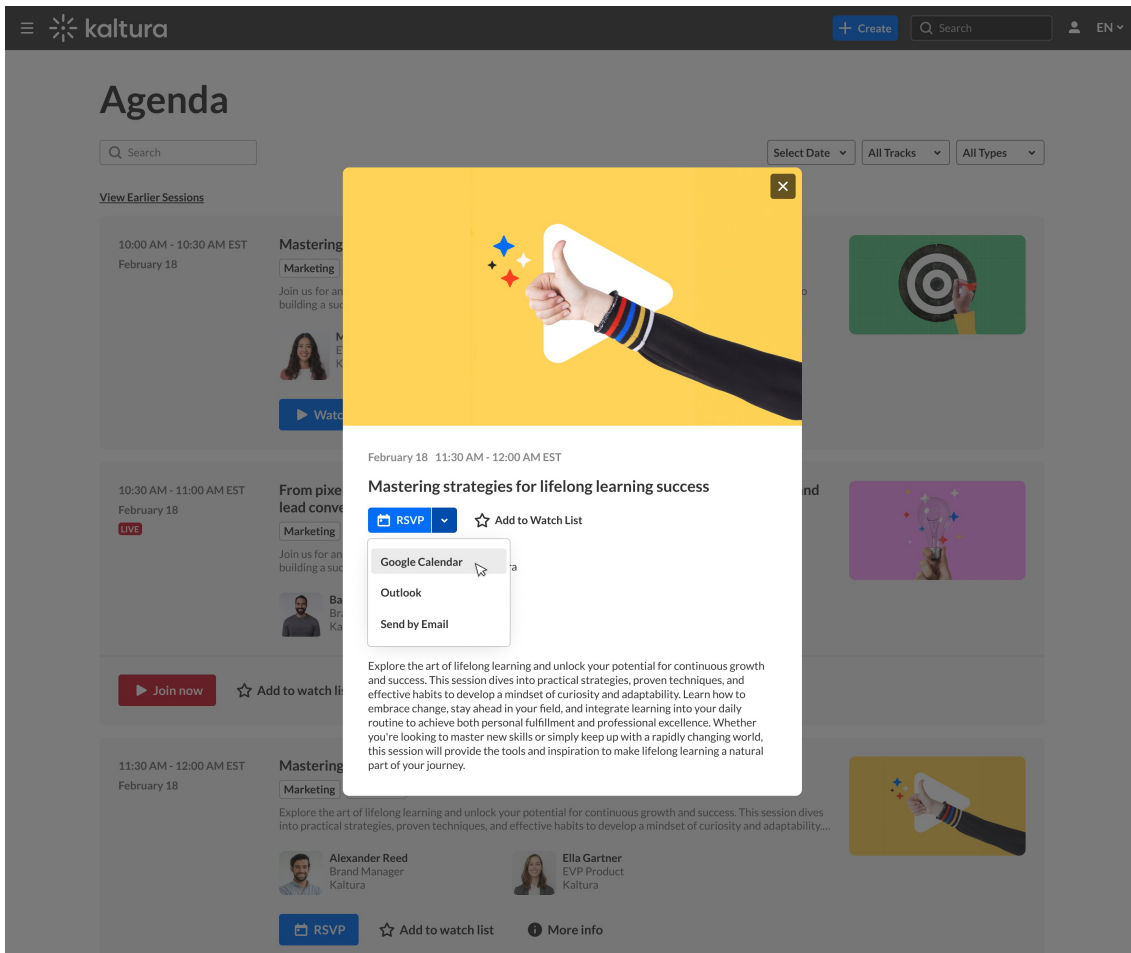
If your administrator has enabled RSVP, you'll see options to RSVP for sessions under the Sessions tab. (See [RSVP](#) for more details.)

'RSVP' button - Click to mark your interest in a session you plan to attend. If you want to add the session to your calendar or receive an invite by email:

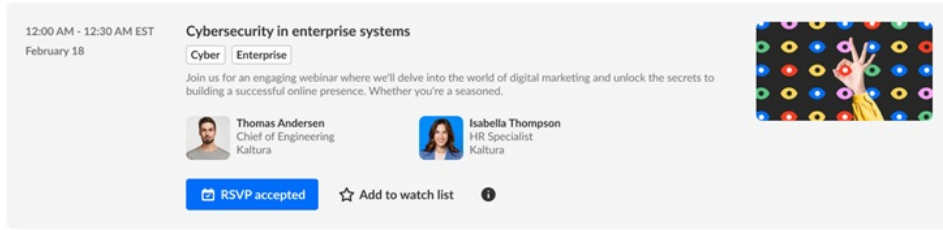
1. Click the arrow on the RSVP button.
2. Select your preferred option from the drop-down menu.



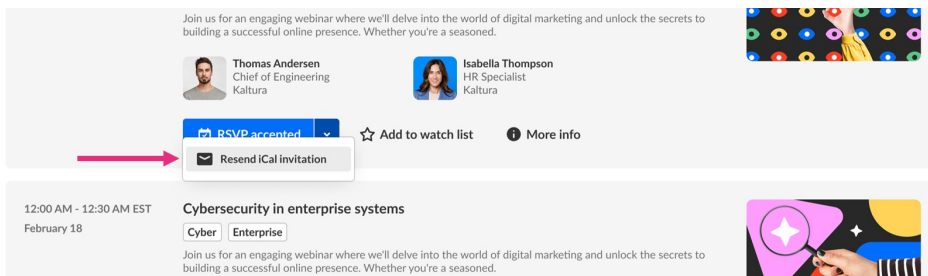
You can also click on the session card to view details in a pop-up. From there, you can RSVP, add the session to your calendar, or choose to receive the invite via email.



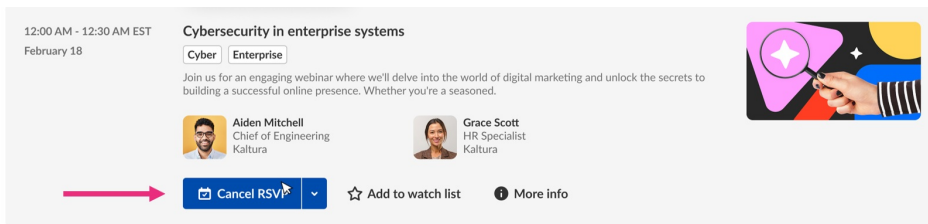
'RSVP accepted' button - Once you **RSVP** to a session, the button updates to **RSVP accepted**, and you'll receive a confirmation email with an iCal invite. [see my comment about wording of this button](#)



If you need another copy of your calendar invite, go to that session card where you see **RSVP Accepted** (indicating you've RSVP'd), click the arrow on the button and select **Resend iCal invitation**.



'Cancel RSVP' button - If you no longer plan to attend, click **Cancel RSVP** to remove your RSVP. Once canceled, you won't receive any updates or calendar invites for that session.

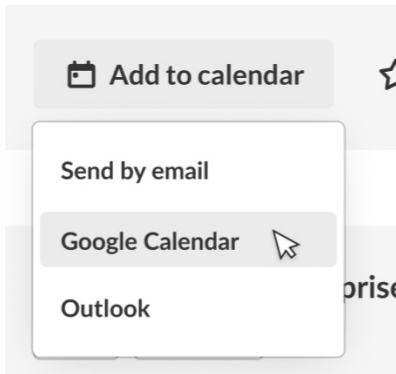


Add to calendar

The **'Add to Calendar'** option lets you download the session details as a calendar invite, compatible with Outlook, Google Calendar, and more. You can also choose to receive the calendar invite **via email** instead of downloading it.

To add a session to your calendar:

1. Click **Add to Calendar**.
2. Choose one of the following options:
 - **Send by email** - Sends the invite in your inbox. The invite will include: session name, start time, description, and direct session link.
 - **Google Calendar, Outlook, or another format** - Downloads the invite to your preferred calendar.



If session details change, you may receive an updated calendar invite.

Lost your invite?

If you lose your invite, you can resend it from the RSVP drop-down menu, if that option has been enabled.



Guest users can download the iCal file but must log in to use the **Send by email** option.



To learn more about publishing an event, visit our article [Publish a webcasting event to a gallery or channel](#).