Event user roles

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This article is designated for all users.

About

Event types and roles help you clearly define responsibilities before, during, and after your event, thus making efficient use of resources and contributing to the overall success of your event.

This article will walk you through the various user types and roles available in Kaltura Virtual Events and the main activities for each.

Kaltura Virtual Events user types

There are three types of Kaltura Virtual Events users - Admin, Organizer, and Content manager.

Admin is the platform admin; the one who has access to all configurations and events created for this account, adds/removes team members, and manages their user type.

Organizer manages specific event(s). The Organizer has full access only to events they manage and within them can manage and configure all the different capabilities, settings, content, and people. Organizers are also assigned as moderators on their events.

Content manager manages content of specific events. The Content manager is responsible for curating, organizing, and managing the content that will be presented during the event. Content managers **cannot** create events and do **not** have access to the full user list, analytics, and reports.

Persona	Main activities
Admin	• Create and copy events on the account • View, edit, and delete **all** events on the account • Configure showcase and manage showcase publish • Manage team members and manage their user types • View account analytics (across events) • Create and manage account integrations

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Organizer	• Create events • Copy events they've created or manage • View, edit, and delete events they are a part of on the account • Manage event details (title, description, data, etc.) and branding (logo, banner, theme) • Edit and publish registration page/form • Manage event agenda - create and edit sessions and media • Manage event users and assign additional event roles (i.e., speaker, moderator) on assigned events • Manage event team, add/remove additional Organizers and Content managers • Manage event interactions such as emails, notifications • View event(s) analytics and download reports for assigned events • Enable/disable integrations on created/assigned events
Content manager	• View and edit events they are a part of on the account • Manage event details (title, description, data, etc.) and branding (logo, banner, theme) • Edit and publish registration page/form • Invite speakers and moderators • Manage event agenda - create and edit sessions and media • Manage event team, add/remove additional Content managers • Manage event interactions such as emails, notifications • Enable/disable integrations on assigned events

Kaltura Virtual Events user roles

In addition to Admin, Organizer, and Content manager user types, there are also event roles - Simple speaker, Advanced speaker, and Moderator - which have additional permissions on the event/session level.

Persona	Main activities

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Simple speaker	• View and update profile information • Join the Studio • Appear on stage • Participate in the Backchannel
Advanced speaker	• View and update profile information • Join the Studio • Appear on stage • Participate in the Backchannel • Create and manage audience interactions (polls, Q&A, quizzes, etc.) and notifications during the session
Moderator	• View and update profile information • Handle Q&A chats, moderate group chat, interactivity tab (send polls, message board). See Chat and Collaborate widget for more information. • Moderate Interactive Session room, manage the session, storyboard, mute/bring to stage, etc. • Moderate DIY studio room, open the room, start the broadcast, manage storyboards.

For information about roles across Kaltura products see our Knowledge Center article.

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