

Agenda tab - View and manage your sessions

Last Modified on 05/19/2025 4:40 pm IDT

 This article is designated for all users.

About

The Agenda page allows you to view and manage all your event sessions, as well as add new sessions to your event. From this page you may also view analytics on your sessions and publish sessions to your video portal, as well as edit and delete sessions.

Navigate to the Agenda page

From the Event page, click the Agenda tab.

← All

Event site

Patrick Lorimer ▾

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

Media

People

Interactions

Analytics

Integrations

Settings

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

Opening Keynote

Live webcast Published

10:00 AM - 10:30 AM Tue, February 02

Marketing for Gen-Z: The right way

Pre-recorded Published

10:00 AM - 10:30 AM Tue, February 02

Knights in Marketing ArmorKnight...

Pre-recorded Published

10:00 AM - 10:30 AM Tue, February 02

3 more sessions

Speakers

Invite

See all

Julian Lang

Director of Marketing Strategy, Kaltura

Registered

Celine Garnier

Content marketing specialist personalizat...

Registered

Laura Steven

Head of Global Campaigns, Kaltura

Registered

Brian Dennis

Director of Marketing, Kaltura

Registered

James Li

Digital Marketing Manager, Kaltura

Registered

The Agenda page displays.

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[← All](#)

[Event site](#)
[Kaltura Marketing](#)

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

Agenda

All

4 Sessions

EST (GMT-5) [+ Add Session](#)

Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024 LIVE	 Opening Keynote Live Webcast	    +2	 Published   
10:30 AM - 11:00 AM Tue, September 20, 2024	 Marketing for Gen-Z: The right way Interactive Room	 	 Published   
1:00 PM - 1:30 PM Tue, September 20, 2024	 Demystifying Marketing Automation Pre-recorded	 	 Published   
2:00 PM - 3:30 PM Tue, September 20, 2024	 Video Experience Delivery DIY Live Broadcast	    +2	 Published   

[<](#)
[1](#)
[>](#)

Filter and search for sessions by tag(s)

You may filter and search for sessions by tag(s).

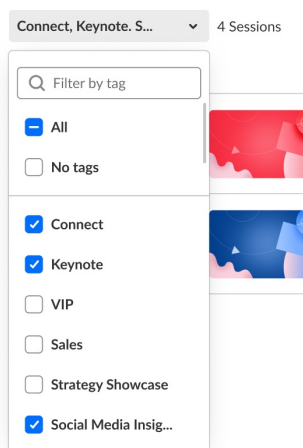
Click in the All field. A list of available tags display.

All

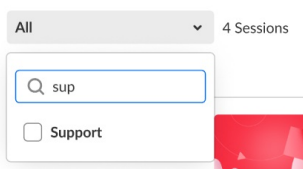
4 Sessions

☒ All
 ☐ No tags
 ☐ Connect
 ☐ Keynote
 ☐ VIP
 ☐ Sales
 ☐ Strategy Showcase
 ☐ Social Media Insig...

In our example below, we have clicked the checkboxes to filter the agenda by the tags "Connect", "Keynote", and "Social Media Insight".



You may also start typing the first few letters of a tag and a list of matching tags will populate for you. You may then click the checkbox to filter by that tag.














View vital details about each session

The Agenda page displays the vital details about each session in your event. Information displayed includes:

- Date and time of session
- Session name and type
- Speakers scheduled for the session
- Visibility of the session on the site






If you have enabled Session RSVP on the [Event Details page](#), an additional column displays on the Agenda page - RSVP, showing you how many attendees have RSVPed to each event session.

EST (GMT-5) 				
Name	RSVP	Speakers	Site visibility	
 Opening Keynote Live Webcast	 16	 SN  +2	 Published	
 Marketing for Gen-Z: The right way Interactive Room	 16	 	 Unlisted	

Additional links

For each session in the list, to the right of the Site visibility column, you'll see three additional buttons:

	Click to access the session page.
	Click to access analytics on this session. See Session analytics .
	Click and choose your desired action - Edit, Publish on Video portal (see Session Publishing capabilities), or Delete.

The Agenda page includes a link to the event site; simply click the **Event site** button on the top right corner of the screen. To learn more about your event site, see [Getting to know your event site, session page, and lobby page](#).

Add a new session and additional actions

You may add a new session from the Agenda page by clicking the **+ Add Session** button.

For more information on adding, editing, and deleting sessions, see the following Knowledge Center articles:

[Add and edit Interactive Room session](#)

[Add and edit Live Webcast session](#)

[Add and edit Pre-recorded session](#)

[Add and edit DIY Live Webcast session](#)
