

View and manage your sessions

Last Modified on 04/27/2026 9:21 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 Content Hub (formerly Video Portal), as well as edit, duplicate*, and delete sessions.



This article pertains only to multi-session events.

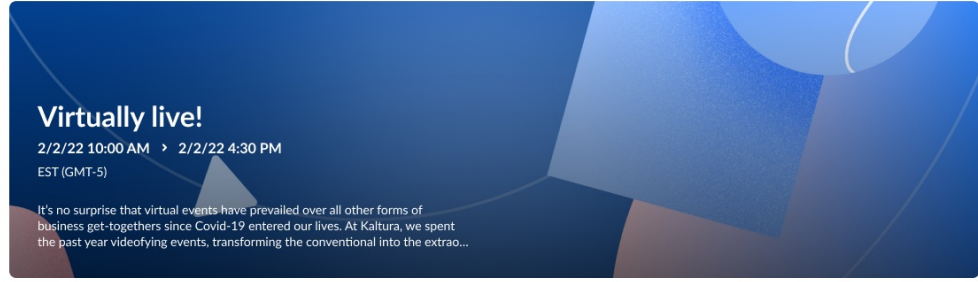
Navigate to the Agenda page

From the Event page, click the Agenda tab.

- 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



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 LIVE			
	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.

- Virtually Live!
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Agenda

All 4 Sessions EST (GMT-5) + Add Session

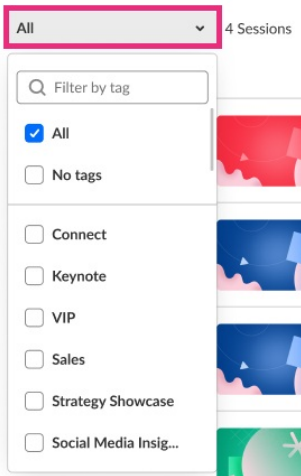
Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024 LIVE	 Opening Keynote Live Webcast	SN +2	Published
10:30 AM - 11:00 AM Tue, September 20, 2024	 Marketing for Gen-Z: The right way Interactive Room		Published
1:00 PM - 1:30 PM Tue, September 20, 2024	 Demystifying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

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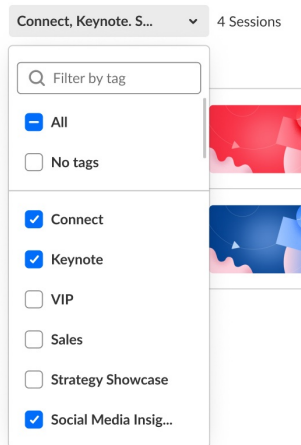
Filter and search for sessions by tag(s)

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

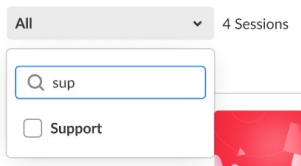
Click in the All field. A list of available tags display.



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.



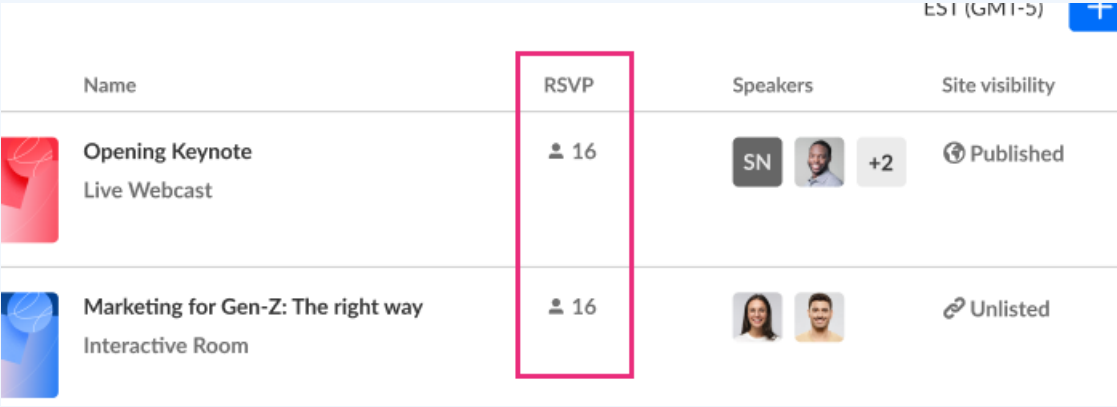
View vital details about each session











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




i 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.



Name	RSVP	Speakers	Site visibility
 Opening Keynote Live Webcast	 16	  +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), Duplicate* (see Duplicate session), 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, lobby page, and main stage](#).

Add a new session

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

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



[Add an Interactive Room session](#)

[Add a Live Webcast session](#)

[Add a Pre-recorded session](#)

[Add a DIY Live Webcast session](#)



*Currently, you may duplicate Live, DIY, and Interactive sessions.