

## View and manage your sessions

Last Modified on 11/09/2025 3:33 pm IST

 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, 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

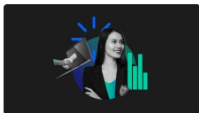
### Virtually live!


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  
**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!


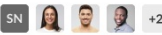
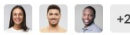

















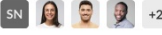
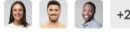




[Overview](#)[Event details](#)[Branding](#)[Event site editor](#)[Registration](#)[Agenda](#)[Media](#)[People](#) [Interactions](#) [Analytics](#) [Integrations](#)[Settings](#)



## Agenda

All 

4 Sessions

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

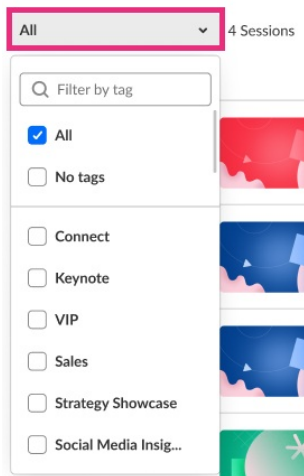
Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024 <b>LIVE</b>	 <b>Opening Keynote</b> Live Webcast	 SN  +2	 Published   
10:30 AM - 11:00 AM Tue, September 20, 2024	 <b>Marketing for Gen-Z: The right way</b> Interactive Room		 Published   
1:00 PM - 1:30 PM Tue,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

 **1** 

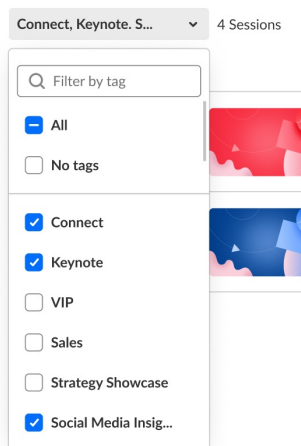
Filter and search for sessions by tag(s)

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

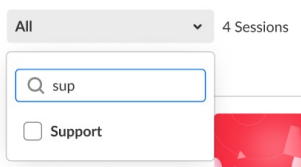
Click in the All field. A list of available tags display.



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	 	+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 <a href="#">Session analytics</a> .
	Click and choose your desired action - Edit, Publish on Video portal (see <a href="#">Session Publishing capabilities</a> ), Duplicate* (see <a href="#">Duplicate session</a> ), 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 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](#)



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