

Agenda tab - View and manage your sessions

Last Modified on 04/02/2025 10:12 pm IDT

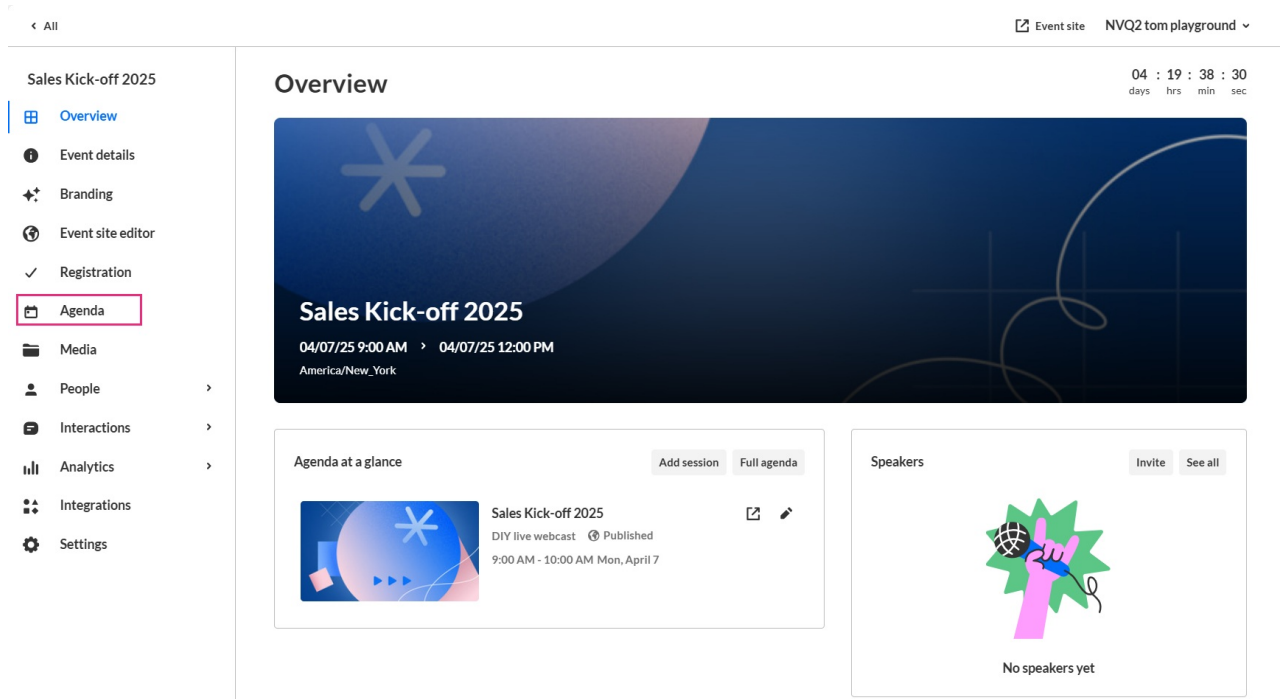
 This article is designated for all users.

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.



The screenshot shows the Kaltura interface for an event titled "Sales Kick-off 2025". On the left is a navigation sidebar with options: Overview (selected), Event details, Branding, Event site editor, Registration, Agenda (highlighted with a red box), Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled "Overview" and includes a timer showing 04 : 19 : 38 : 30. Below the header is a large banner for the event with the title "Sales Kick-off 2025" and dates "04/07/25 9:00 AM - 04/07/25 12:00 PM" for "America/New_York". Underneath the banner are two panels: "Agenda at a glance" which lists a "Sales Kick-off 2025" session as a "DIY live webcast" published on "9:00 AM - 10:00 AM Mon, April 7", and "Speakers" which displays a microphone icon and the text "No speakers yet".

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

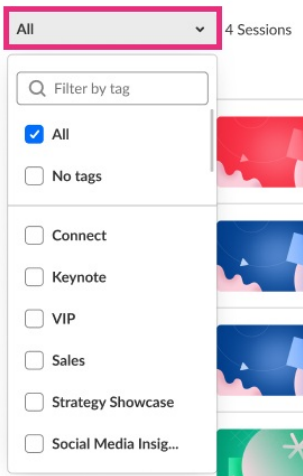
| Date and Time ▼ | Name | Speakers | Site visibility |
|--|---|----------|--|
| 10:00 AM - 10:30 AM Tue, September 20, 2024 | Opening Keynote Live Webcast | | Published 🔗 ⋮ |
| 10:30 AM - 11:00 AM Tue, September 20, 2024 | Marketing for Gen-Z: The right way Interactive Room | | Unlisted 🔗 ⋮ |
| 1:00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

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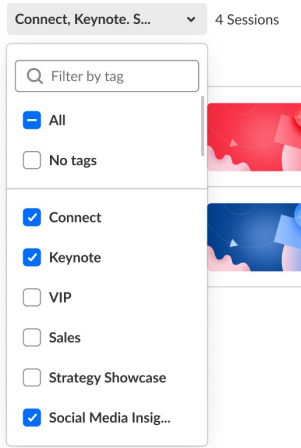
Filter and search for sessions by tag(s)

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

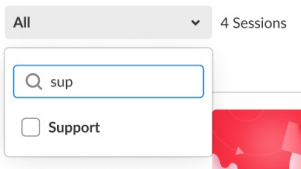
Click in the All field. A list of available tags display.



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



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 |    |  Published |
|  Marketing for Gen-Z: The right way Interactive Room |  16 |   |  Unlisted |

Additional links

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](#).

The page also includes a link to the session; simply click the up arrow to the right of the desired session.

Add a new session and additional actions

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

Click the three dots to the right of a session and choose your desired action - Edit, View analytics (see [Session analytics](#)), Publish on Video portal (see [Session Publishing capabilities](#)), or Delete.

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](#)
