Duplicate session

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This article is designated for all users.

About

Duplicating sessions helps you work faster and stay consistent. Instead of recreating sessions, settings, and structure from scratch, you can duplicate an existing session and reuse what already works - saving time and reducing the chance of errors.

This is especially useful for recurring events or event series, allowing you to focus on refining content and engaging your audience rather than repeating setup tasks.

This article pertains only to multi-session events.

Before you begin

- Admins and Organizers may duplicate any type of session within the **same event**.
- Only **admins** may duplicate sessions to **another event**. Those session types include Interactive, Live webcast, and DIY live broadcast.

Session duplication: What's copied and what's not

Depending on the session type, data duplicated includes:

- Title
- Description
- Thumbnail
- Tags
- Speakers (optional)
- Moderators (optional)
- Attachments
- Room setup including storyboard and assets

Please note - When copying to **another event**, the duplicated session's Room settings will be copied from the target event, according to the selected custom or preset template.

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- Interaction drafts including surveys, polls, and quizzes
- Announcements pertaining to a targeted session

Data **not duplicated** includes:

- Captions orders (for live captions, for example)
- AI Assistant
- Certification
- Schedule date/time
- Session recording
- RSVPed attendees
- Chat history
- Custom metadata
- Assigned live resources
- Media

Please note - When duplicating a pre-recorded session, the new session uses the same video source. If your session includes a video source, make sure the upload is complete before duplicating the session. Duplicating a session while a video is still uploading will cause the upload to fail in both the original session and the duplicated session.

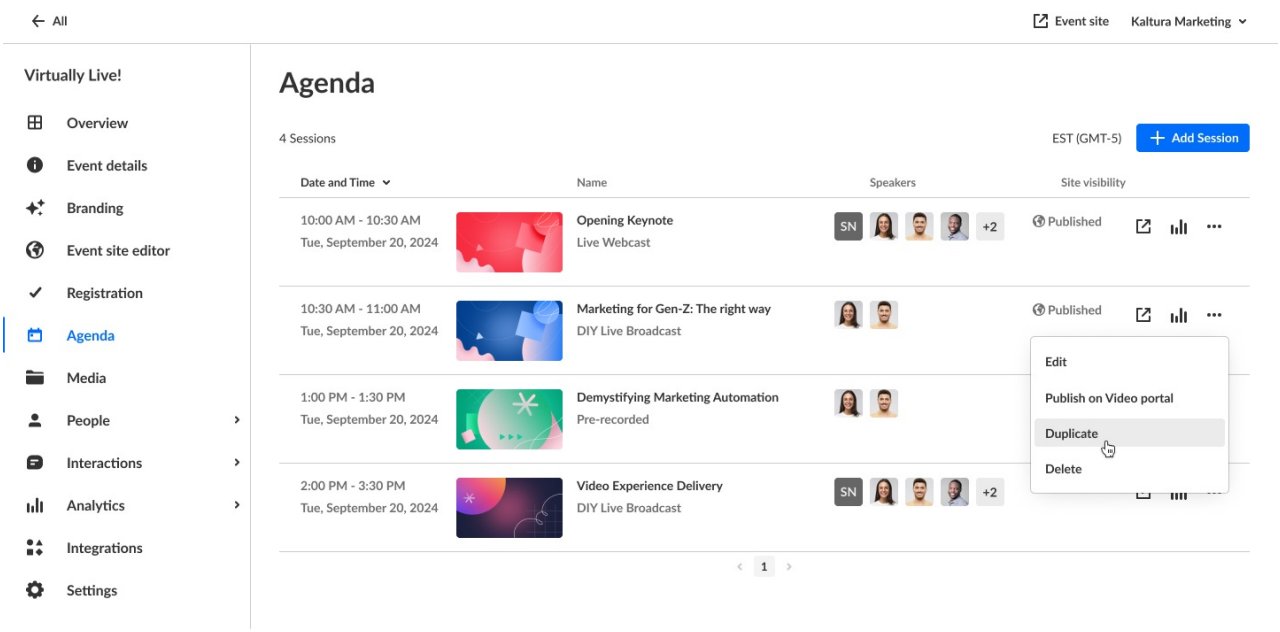
Access session duplication capability

There are two ways to reach the session duplication capability:

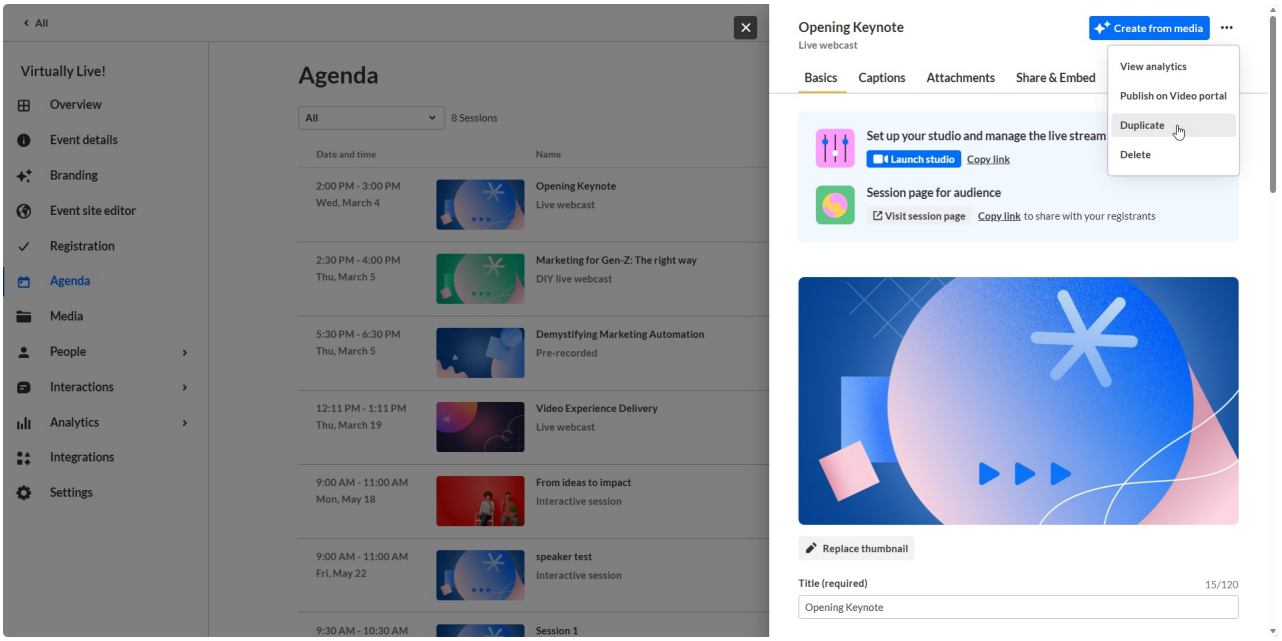
- On the Agenda page, click the three-dot action menu and select Duplicate.
- On the Edit Session page, click the three-dot action menu and select Duplicate.

Agenda page example:

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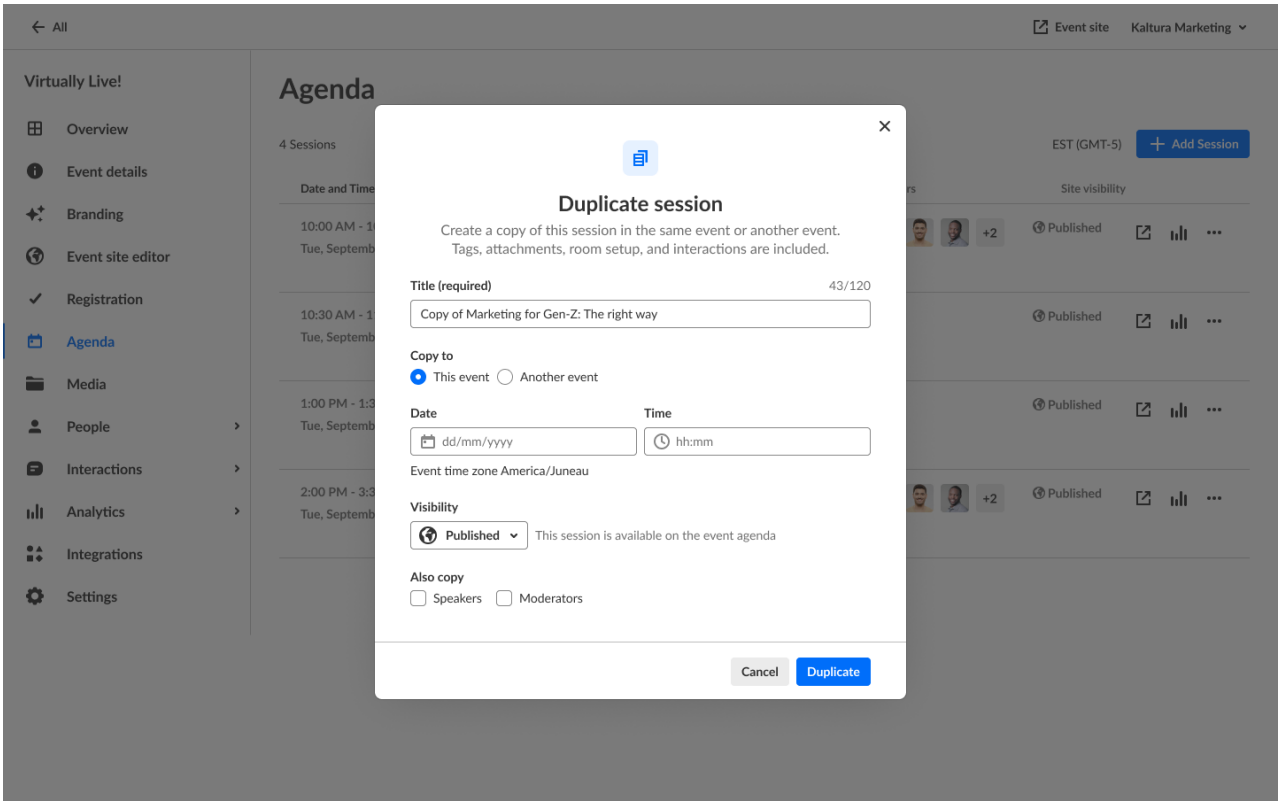


Edit Session page example:



The Duplicate session screen displays.

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Duplicate session

1. Type the session title (required). The default title is "Copy of [session name]".
2. Choose whether to copy the session to this event or another event.

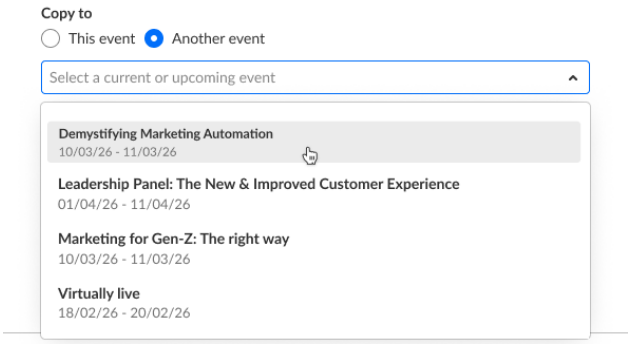
> Only **admins** may copy sessions to **another event**. Those session types include **Interactive**, **Live webcast**, and **DIY live broadcast**.

If you select "Another event", an additional field displays - Select event.



Click the down arrow to expand the list, then click to select a **current** or **upcoming event**.

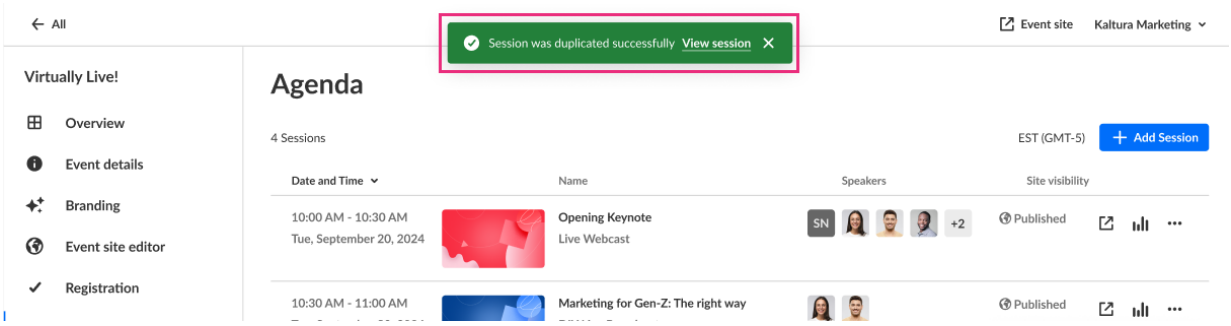
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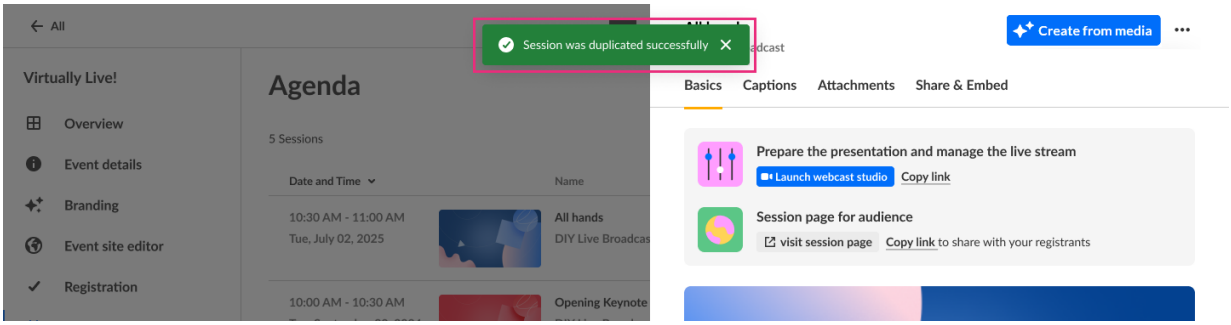
3. Select the date this session will start. The date must be in the future.
4. Select the time this session will start.
5. Set visibility on the new session (optional). The default visibility is the same as the original session.
6. Select to also copy speakers and/or moderators from the original session (optional).

> The option to copy speakers and/or moderators is only available when copying to **this event,** not to another event.

7. Click **Duplicate**.
   If duplicated via the **Agenda page**, you receive confirmation that your session was duplicated successfully and a link is available to view the session.



   If duplicated via the **Edit session page**, you receive confirmation that your session was duplicated successfully and the Edit session page for the new session displays.



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