

Duplicate session

Last Modified on 11/09/2025 3:35 pm IST

 This article is designated for all users.

About

You may duplicate existing sessions within your event.

Data duplicated includes:

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



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

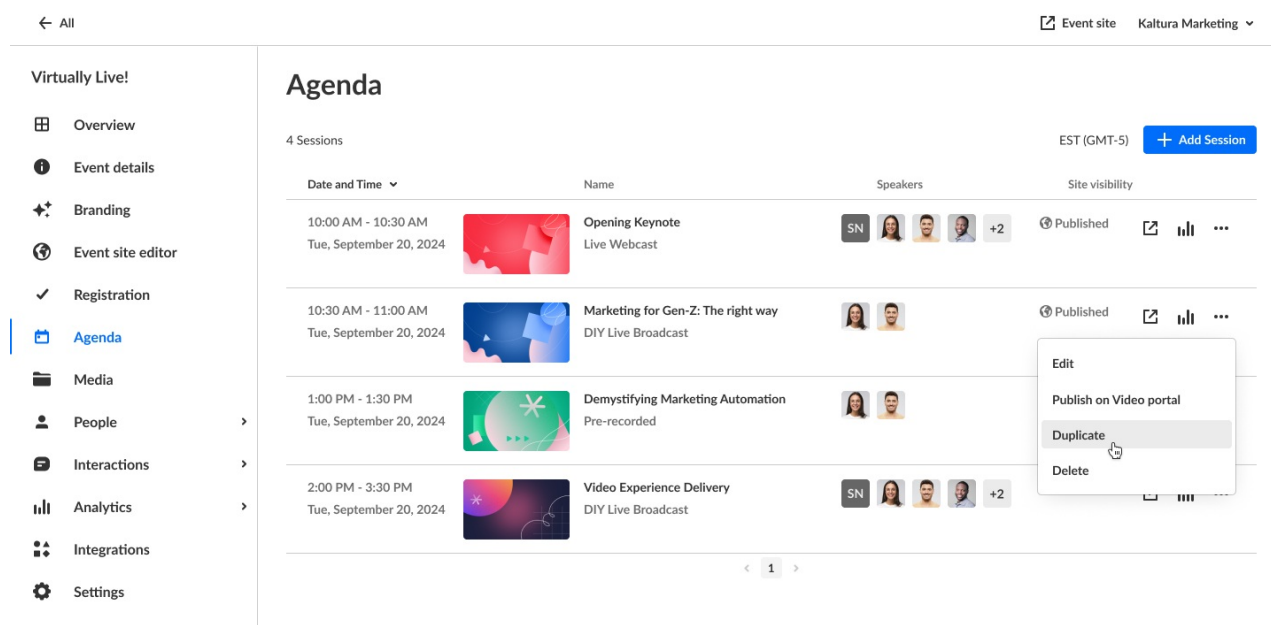


This article pertains only to multi-session events.

Access session duplication capability

There are two ways to reach the session duplication capability - on the Agenda page, click the three dots and select Duplicate, or on the Edit Session page, click the three dots and select Duplicate.

Agenda page example:

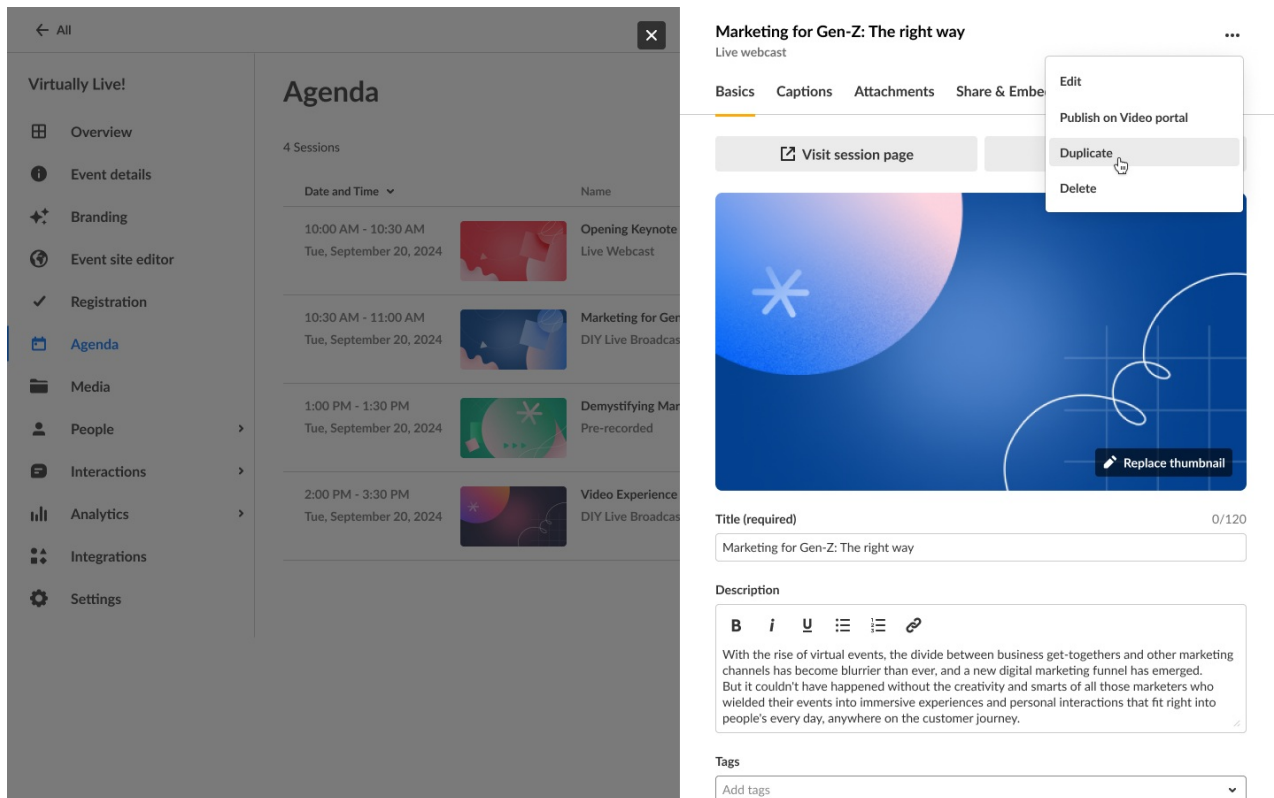


The screenshot shows the Kaltura Agenda page. On the left is a sidebar with navigation options: Overview, Event details, Branding, Event site editor, Registration, **Agenda** (selected), Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Agenda' and shows '4 Sessions'. A table lists the sessions with columns for Date and Time, Name, Speakers, and Site visibility. The sessions are:

Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	Opening Keynote Live Webcast	SN, [Speaker 1], [Speaker 2], [Speaker 3], +2	Published, [Icons]
10:30 AM - 11:00 AM Tue, September 20, 2024	Marketing for Gen-Z: The right way DIY Live Broadcast	[Speaker 1], [Speaker 2]	Published, [Icons]
1:00 PM - 1:30 PM Tue, September 20, 2024	Demystifying Marketing Automation Pre-recorded	[Speaker 1], [Speaker 2]	[Context Menu Open: Edit, Publish on Video portal, Duplicate , Delete]
2:00 PM - 3:30 PM Tue, September 20, 2024	Video Experience Delivery DIY Live Broadcast	SN, [Speaker 1], [Speaker 2], [Speaker 3], +2	[Icons]

At the bottom of the table is a pagination control showing '< 1 >'. In the top right corner, there is a link to 'Event site' and a dropdown for 'Kaltura Marketing', along with an 'EST (GMT-5)' indicator and an 'Add Session' button.

Edit Session page example:



The screenshot displays the Kaltura interface. On the left is a sidebar with navigation options: Overview, Event details, Branding, Event site editor, Registration, Agenda (selected), Media, People, Interactions, Analytics, Integrations, and Settings. The main area is titled 'Agenda' and shows a list of sessions for 'Tue, September 20, 2024'. The sessions are:

- 10:00 AM - 10:30 AM: Opening Keynote Live Webcast
- 10:30 AM - 11:00 AM: Marketing for Gen-Z: The right way DIY Live Broadcast
- 1:00 PM - 1:30 PM: Demystifying Marketing Pre-recorded
- 2:00 PM - 3:30 PM: Video Experience DIY Live Broadcast

The right panel shows the details for the session 'Marketing for Gen-Z: The right way'. It includes a thumbnail image, a 'Replace thumbnail' button, and a dropdown menu with options: Edit, Publish on Video portal, Duplicate (highlighted), and Delete. Below the thumbnail, the title 'Marketing for Gen-Z: The right way' is entered in the 'Title (required)' field. The 'Description' field contains the following text:

With the rise of virtual events, the divide between business get-togethers and other marketing channels has become blurrier than ever, and a new digital marketing funnel has emerged. But it couldn't have happened without the creativity and smarts of all those marketers who wielded their events into immersive experiences and personal interactions that fit right into people's every day, anywhere on the customer journey.

The 'Tags' field is currently empty, showing 'Add tags'.

The Duplicate session screen displays.



Duplicate session

Create a copy of this session. All tags, attachments, room setup, and interactions will be included.

Title (required)

43/120

Copy of Marketing for Gen-Z: The right way

Date

Time

 dd/mm/yyyy

 hh:mm

Event time zone America/Juneau

Visibility



Published ▼

This session is available on the event agenda

Copy over from this session

☐

Speakers

☐

Moderators

Cancel

Duplicate

1. Type the session title (required). The default title is "Copy of [session name]".
2. Select the date this session will start. The date must be in the future.
3. Select the time this session will start.
4. Set visibility on the new session (optional). The default visibility is the same as the original session.
5. Select to copy speakers and/or moderators from the original session (optional).
6. Click **Duplicate**. You receive confirmation that your session was duplicated successfully and the Edit session page for the new session displays.

← All

Virtually Live!

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

Agenda

5 Sessions

Date and Time		Name
10:30 AM - 11:00 AM Tue, July 02, 2025		All hands DIY Live Broadcast
10:00 AM - 10:30 AM Tue, September 20, 2024		Opening Keynote DIY Live Broadcast
10:30 AM - 11:00 AM Tue, September 20, 2024		Marketing for Gen Live webcast
1:00 PM - 1:30 PM Tue, September 20, 2024		Demystifying Mar Pre-recorded
2:00 PM - 3:30 PM Tue, September 20, 2024		Video Experience DIY Live Broadcast

Session was duplicated successfully

adcast

Basics

Captions

Attachments

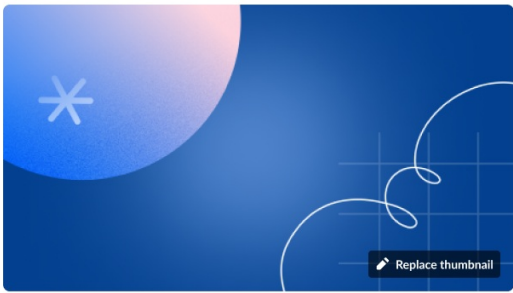
Share & Embed

Prepare the presentation and manage the live stream

[Launch webcast studio](#)
[Copy link](#)

Session page for audience

[visit session page](#)
[Copy link](#) to share with your registrants



Replace thumbnail

Title (required)

43/120

All hands

Description

B

i

u

☰

☰

🔗

With the rise of virtual events, the divide between business get-togethers and other marketing channels has become blurrier than ever, and a new digital marketing funnel has emerged. But it couldn't have happened without the creativity and smarts of all those marketers who