

Duplicate session

Last Modified on 01/18/2026 1:21 pm IST

 This article is designated for all users.

About

You may duplicate any type of existing session within your event. 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.

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
- 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



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, or on the Edit Session page, click the three-dot action menu and select Duplicate.

Agenda page example:

[← All](#)

Event site

Kaltura Marketing

Virtually Live!

Overview

Event details

Branding

Event site editor

Registration

Agenda

Media

People

Interactions





























Analytics

Integrations

Settings

4 Sessions

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

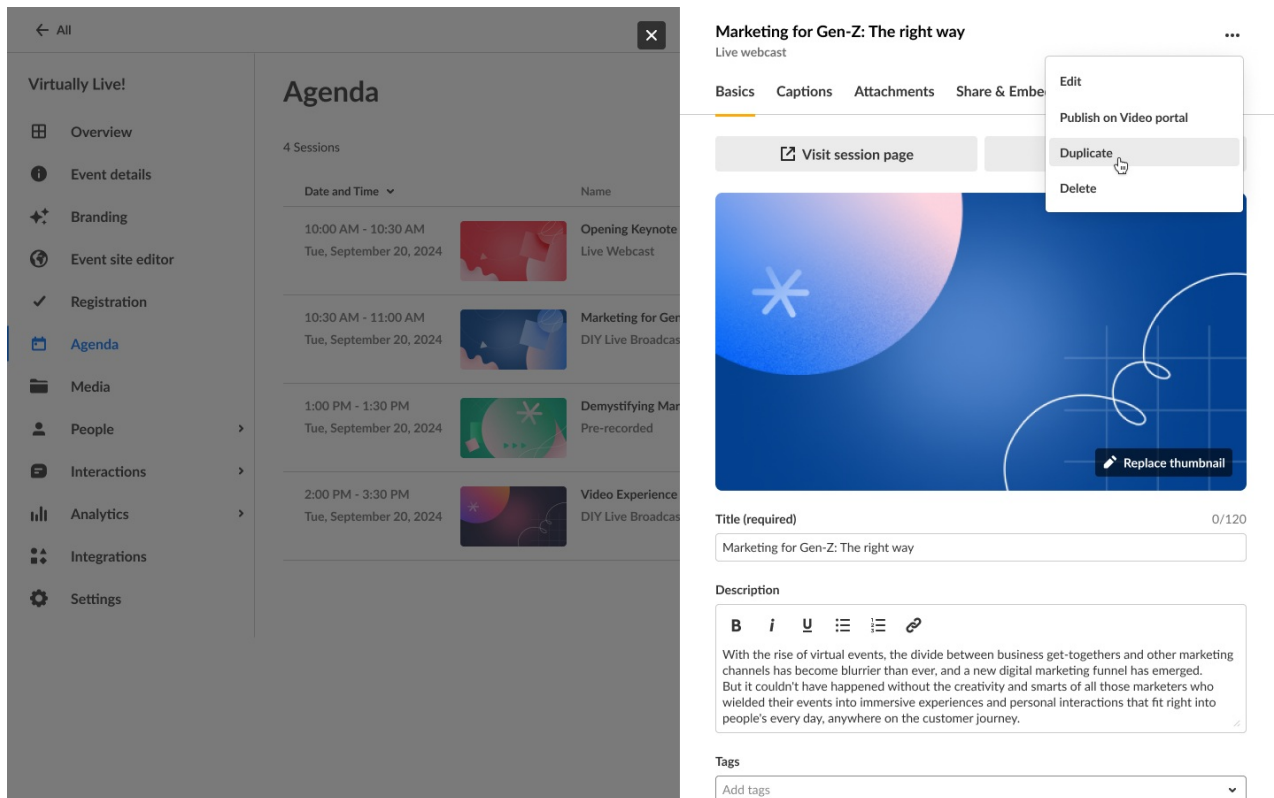
Date and Time	Name	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	 Opening Keynote Live Webcast	SN    +2	 Published   
10:30 AM - 11:00 AM Tue, September 20, 2024	 Marketing for Gen-Z: The right way DIY Live Broadcast	 	 Published   
1:00 PM - 1:30 PM Tue, September 20, 2024	 Demystifying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

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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

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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

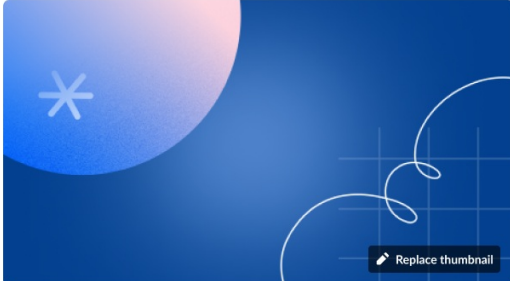
Launch webcast studio

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

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