

## 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

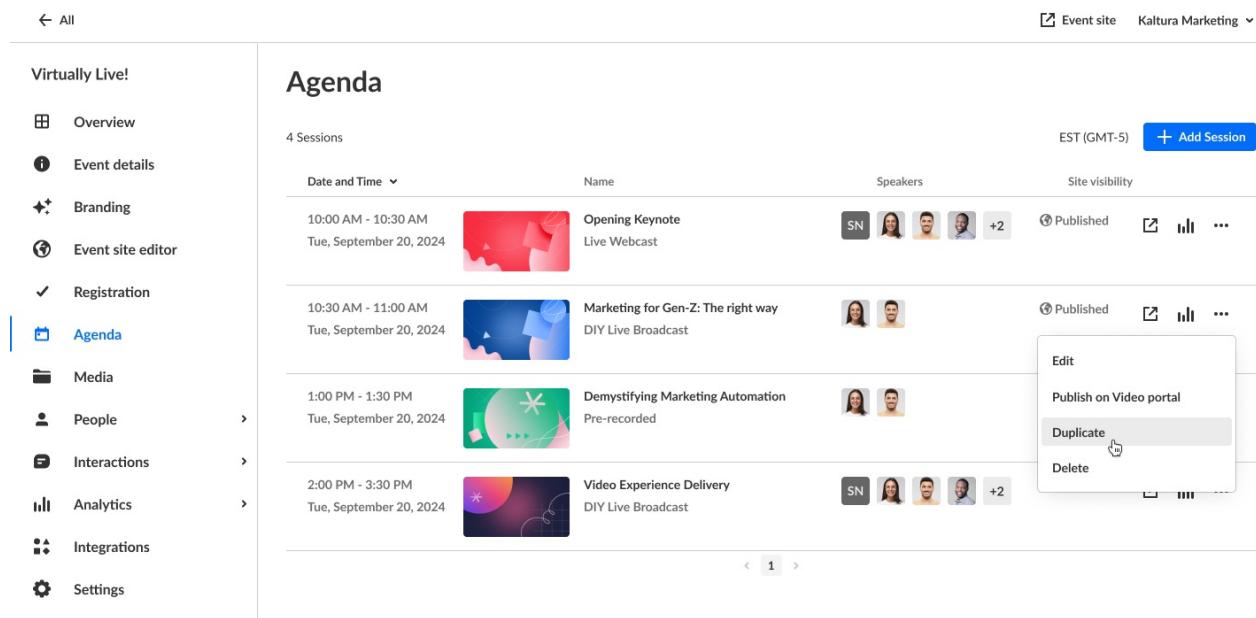


**Please note** - When duplicating a pre-recorded session, the new session uses the same video source. If your session includes a video source, make sure the upload is complete before duplicating the session. Duplicating a session while a video is still uploading will cause the upload to fail in both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

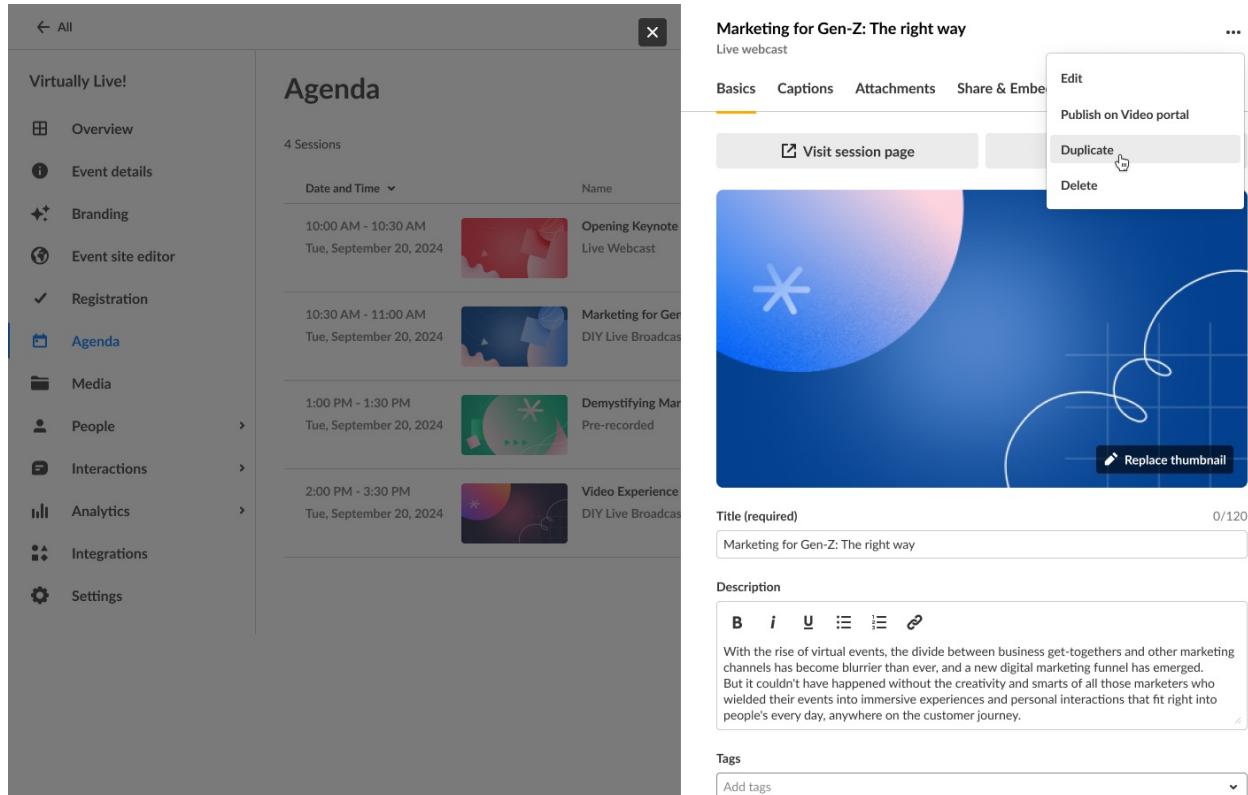


The screenshot shows the Kaltura Agenda page for an event titled 'Virtually Live!'. The left sidebar contains navigation links: Overview, Event details, Branding, Event site editor, Registration, Agenda (which is selected and highlighted in blue), Media, People, Interactions, Analytics, Integrations, and Settings. The main area is titled 'Agenda' and shows '4 Sessions'. The sessions are listed as follows:

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

A three-dot action menu is open for the last session, 'Video Experience Delivery'. The menu options are: Edit, Publish on Video portal, Duplicate (which is highlighted with a mouse cursor), and Delete.

### Edit Session page example:



Marketing for Gen-Z: The right way  
Live webcast

Basics Captions Attachments Share & Embed

Visit session page

Duplicate

Delete

Replace thumbnail

Title (required) 0/120  
Marketing for Gen-Z: The right way

Description

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.

Tags

Add tags

The Duplicate session screen displays.

X



## 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

Session was duplicated successfully X

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 Z Live webcast
1:00 PM - 1:30 PM Tue, September 20, 2024	Demystifying Marketing Pre-recorded
2:00 PM - 3:30 PM Tue, September 20, 2024	Video Experience DIY Live Broadcast

Basics Captions Attachments Share & Embed

**Basics**

Prepare the presentation and manage the live stream

**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 more

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