Edit an Interactive Room session in your event

Last Modified on 12/21/2025 12:48 am IST

👥 **This article is designated for all users.**

About

This article describes how to edit an Interactive room session.

Interactive rooms allow attendees to connect with others during your virtual event. Hosts can use this collaboration space to provide demos with advanced moderation controls, breakout rooms that allow smaller group interactions, and so much more! Engage attendees through interactive tools like chat, breakout rooms, live polls, screen sharing, whiteboard, and more. Enhance your event experience by adding an interactive session with the speaker right after the session for a small group of attendees to interact with the speaker in a more intimate environment.

ℹ️ This article pertains only to multi-session events.

✅ Some behavior described here applies to a non-default configuration. Customer-specific variations are highlighted where applicable.

Access session editing capabilities

There are two ways to reach session editing capabilities:

- On the Event Overview page, in the Agenda at a glance section, hover over the session you would like to edit, then click the blue pencil (edit) icon.

- On the Event Agenda page, click the name of the session, or the three blue dots to the right of the session and choose **Edit**.

The Edit session page displays with the Basics tab open by default.

![Kaltura logo]

Marketing for Gen-Z: The right way ···
Interactive session

Basics Attachments

[🔗 Visit session page]   [📋 Copy session link]

[✏ Replace thumbnail]

Title (required)   43/120

| Marketing for Gen-Z: The right way |

Description

| **B** *i* U̲ ☰ ☷ 🔗 |
| 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   ⌄ |

Date   Time   Duration (Minutes)

| 📅 08/16/23 | | 🕐 4:30 pm | | 30   ⌃⌄ |

Speakers

| 👤 Chris Core ✕ Add speakers   ⌄ |

Moderators (required) ⓘ
Add moderators to monitor and support attendees' questions

| 👤 Celine Garnier ✕ 👤 Brian Dennis ✕ +13 Add moderators ⌄ |

✦ AI assistant
Boost audience engagement with actionable AI suggestions based on real-time data.

⚪ Activate

Visibility

| 🌐 Published ⌄ | This session is available on the event agenda

Entry ID: 0_kobjo9mx
Created: April 28, 2023 4:16 PM
Modified: June 3, 2023 12:52 PM

View analytics

Click the three-dot action menu then select View analytics.
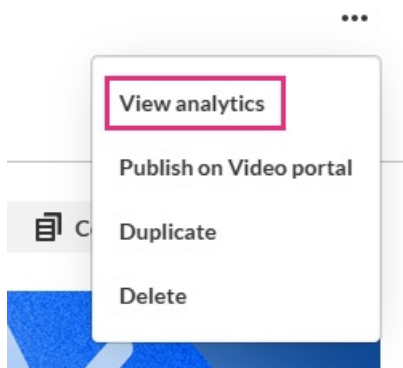
See Session analytics for details.

Publish on Video portal

Click the three-dot action menu then select Publish on Video portal.
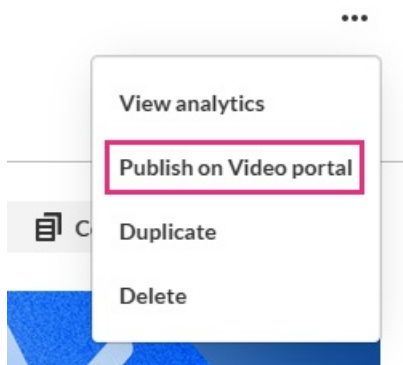
See Session publishing capabilities for details.

Duplicate session

Click the three-dot action menu then select Duplicate.
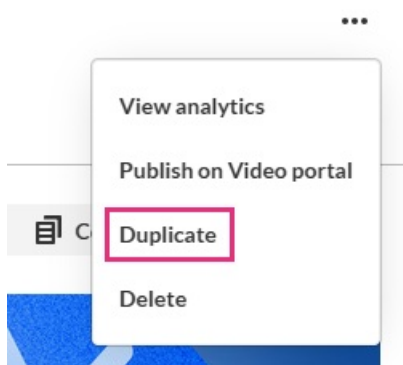
See Duplicate session for more details.

Delete session

1. Click the three-dot action menu then select Delete.
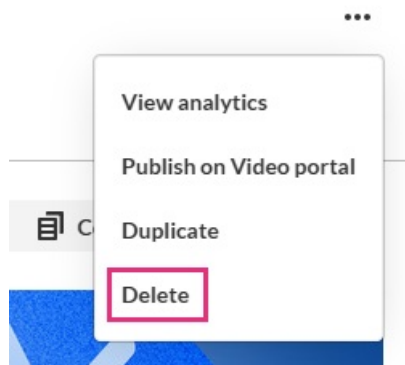
A warning message displays.

Delete session

You are about to delete the session "Meet and Greet".
This action cannot be reverted.

Cancel   **Delete permanently**

2. Click **Delete permanently** or click **Cancel** to cancel the action.

Basics tab - Configure the basics

Configure the core details of your event, like title, description, and tags. Also access a direct link to the session page and easily copy it to share with others.

- Visit session page and copy session page link to share
- Edit session details
- Activate AI assistant
- Control screen sharing and stage access during the session

> ✅ Depending on your account settings, the ability to control screen sharing and stage access may not be enabled.

Attachments tab - Manage attachments

Provide your audience a greater immersive experience and more value by enriching your session with downloadable content. Manage content like documents, spreadsheets, presentations, audio/video files, and images on the Attachments tab.

Supported file types consist of the following:

Media files - *.mts;*.MTS;*.qt;*.QT;*.mov;*.MOV;*.mpeg;*.MPEG; *.avi;*.AVI;*.mp4; *.MP4; *.vob;*.VOB;*.flv; *.FLV; *.f4v; *.F4V; *.asf;*.ASF; *.wmv;*.WMV;*.m4v;*.M4V;*.3gp;*.3GP; *.mkv;*.MKV;*.arf;*.ARF; *.webm;*.WEBM; *.mxf;*.MXF

Document files - 'doc', 'docx', 'docm', 'dotx', 'dotm', 'xls', 'xlsx', 'xlsm', 'xltx', 'xltm', 'xlsb', 'xlam', 'ppt', 'pptx', 'pptm', 'potx', 'potm', 'ppam', 'ppsm', 'odb', 'odc', 'odf', 'odg', 'odi', 'odm', 'odp', 'ods', 'odt', 'otc', 'otf', 'otg', 'oth', 'oti', 'otp', 'ots', 'ott', 'oxt','swf','pdf'

Image files - 'jpg', 'jpeg', 'bmp', 'png', 'gif', 'tif', 'tiff'

- Upload attachments
- Edit attachments
- Download attachments
- Get information on attachments
- Delete attachments

> ℹ️
>
> Finished editing and ready to launch your session? Click here.