Edit session details

Last Modified on 07/10/2026 11:36 pm IDT

This article is designated for all users.

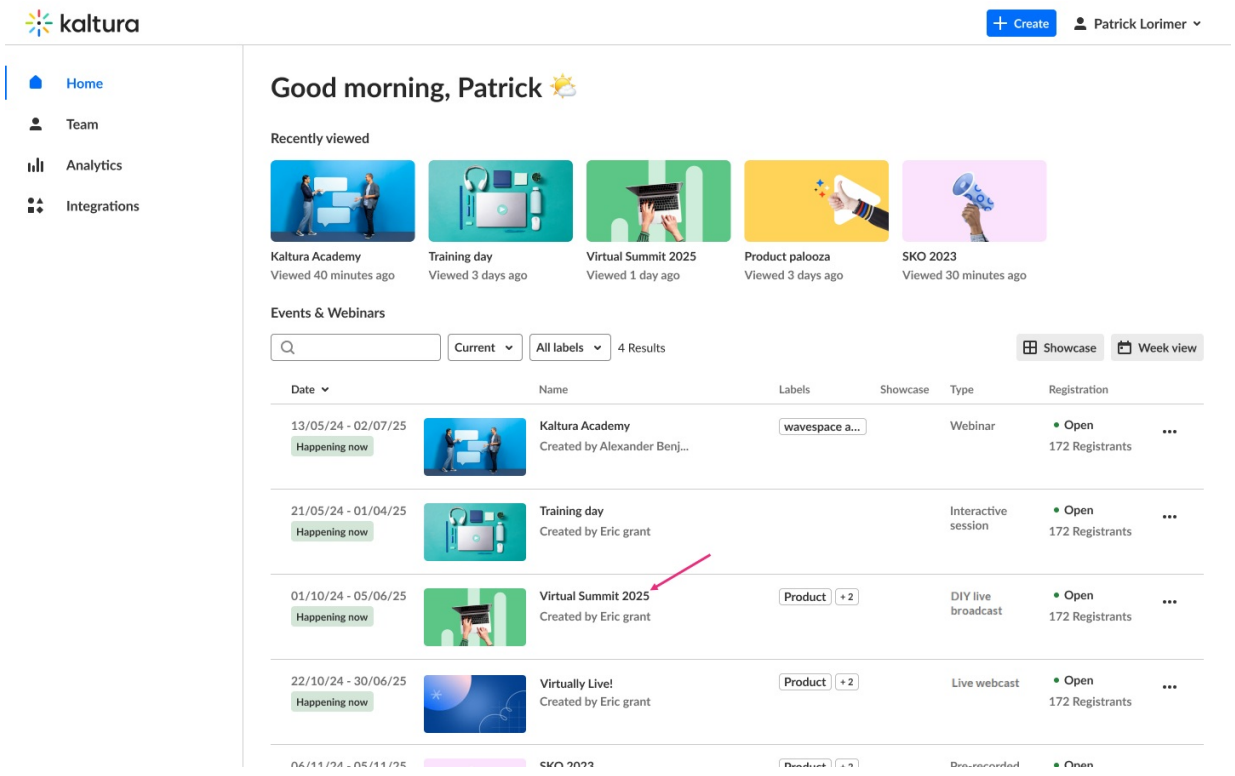
About

Edit details like your session's title and description; change the date, start time, or duration of your session; add or remove speakers and moderators, and more via the Basics tab in the session settings panel.

Single-session events

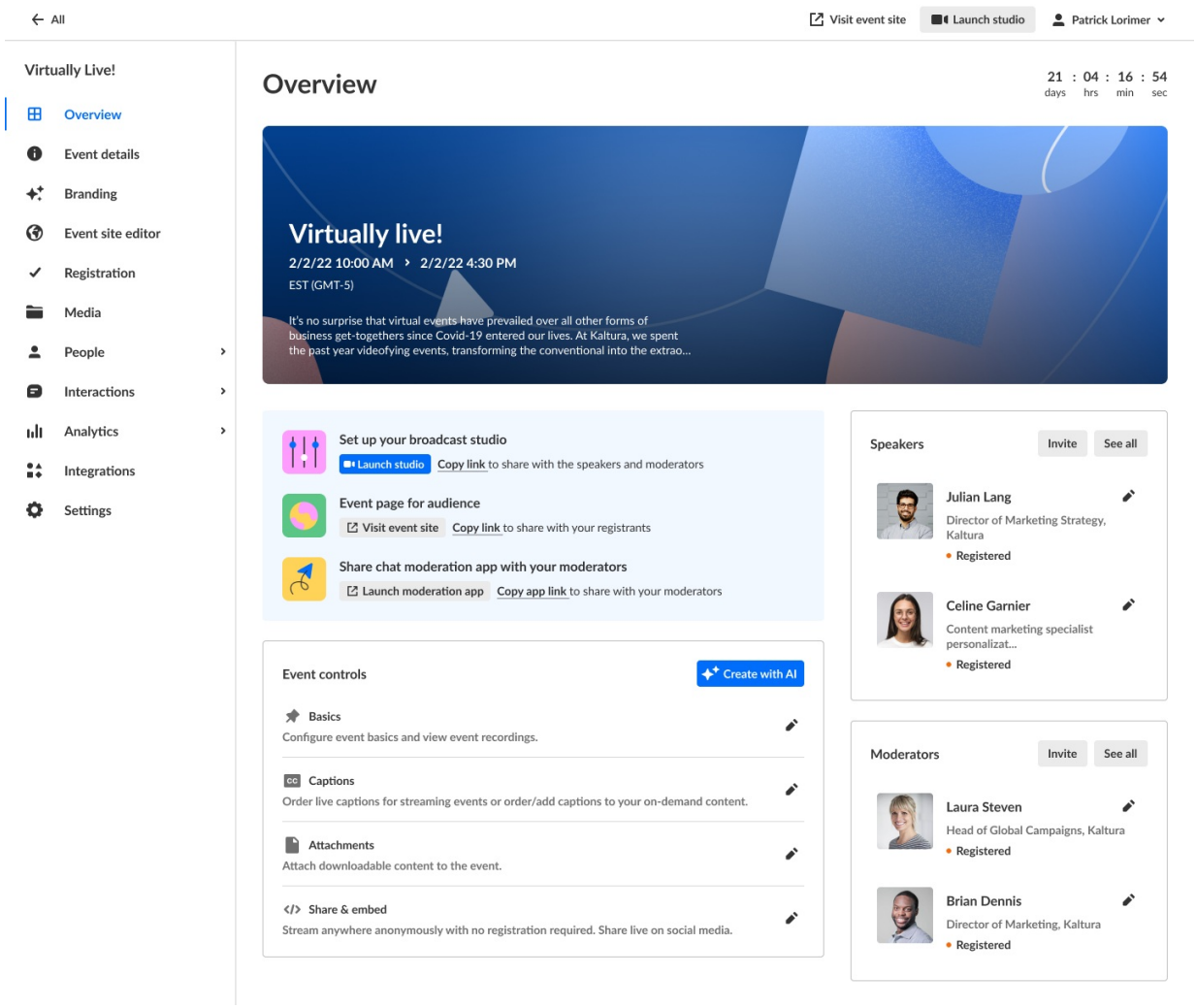
Access session settings

1. From the Events homepage, click the event you want to manage.



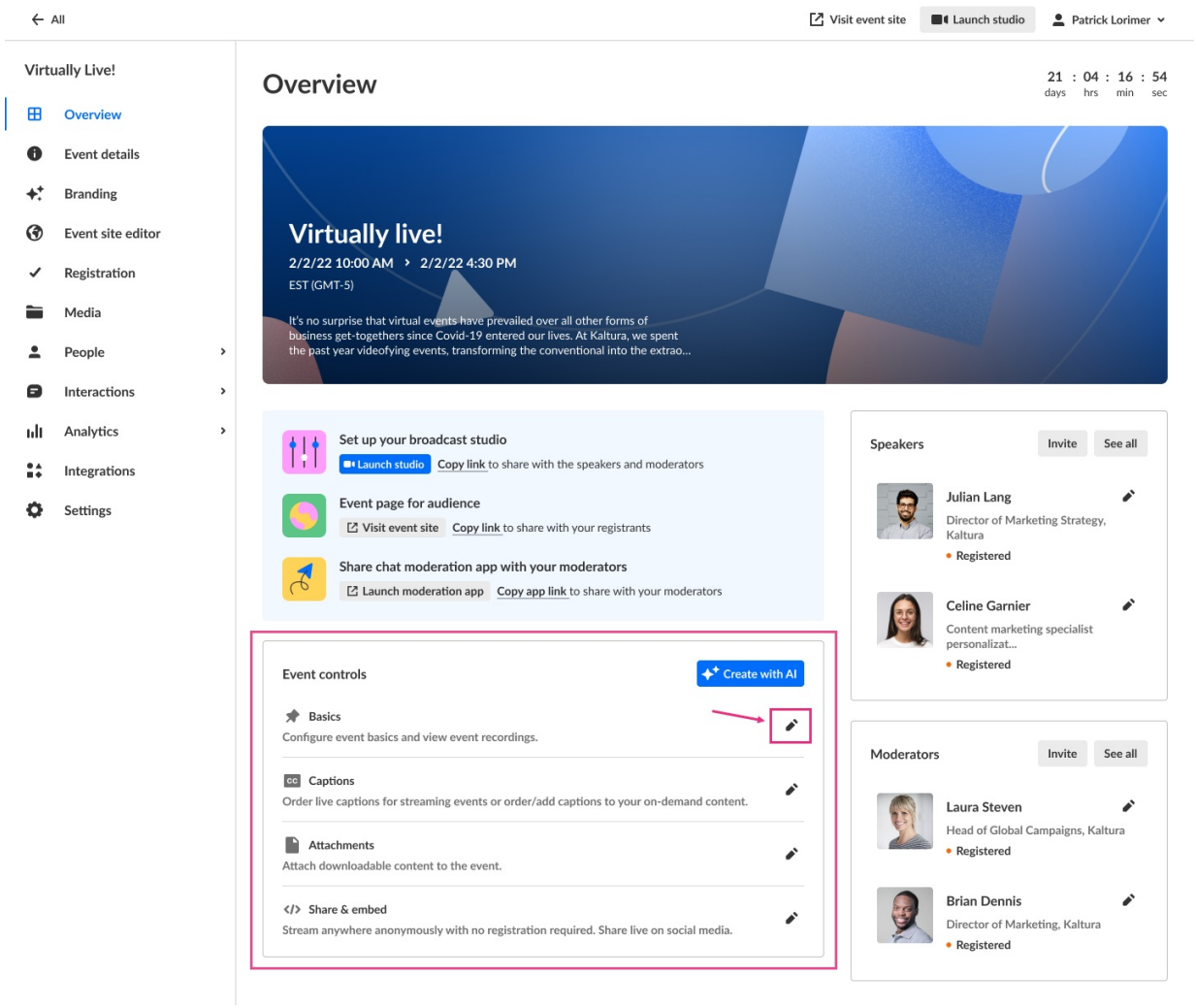
The **Overview** page displays.

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2. In the **Event controls** area, select the edit icon next to Basics.

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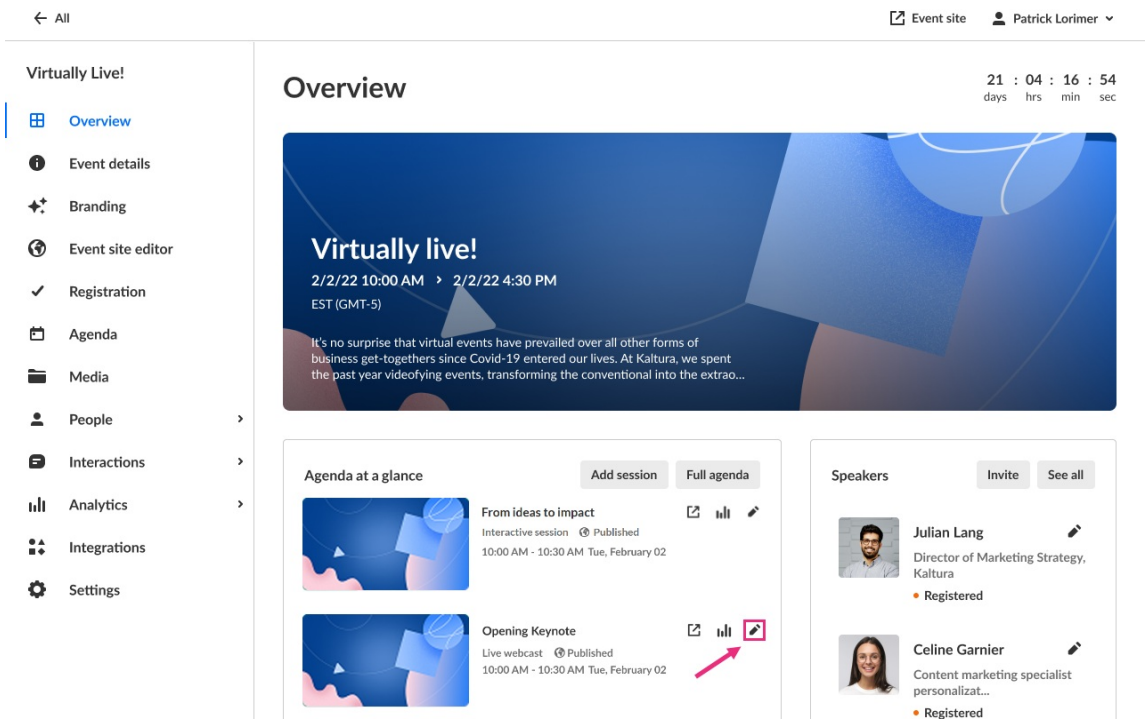
Multi-session events

Access session settings

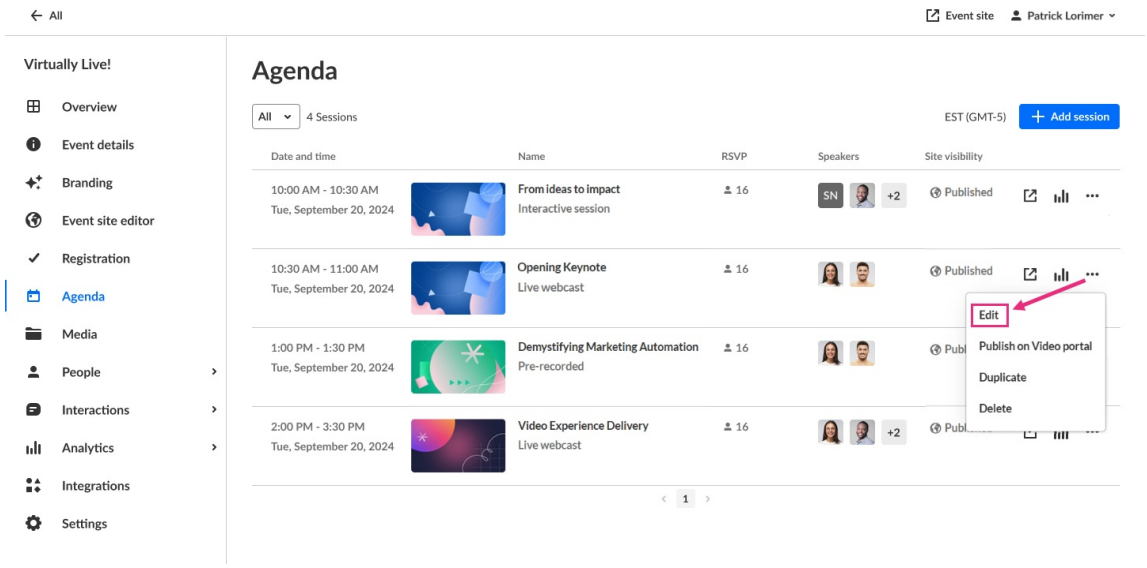
There are two ways to reach session settings:

- On the Overview page, in the **Agenda at a glance** section, click the **pencil icon** next to the session.

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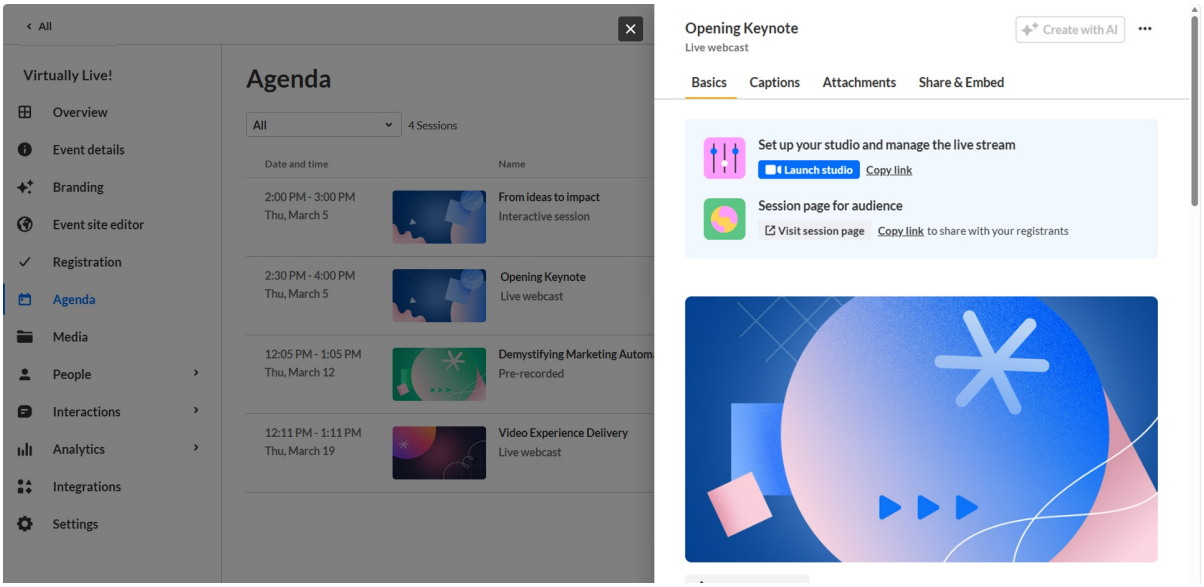


- On the **Agenda** page, click the **three-dot actions meu** to the right of the session and choose **Edit**.



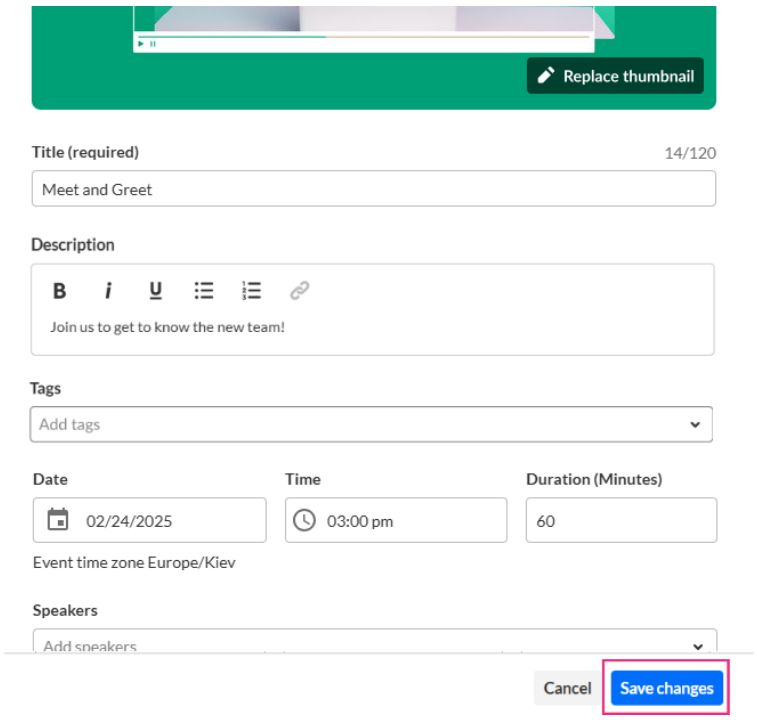
The session settings open in a side panel with the **Basics** tab selected by default.

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Edit session details

1. Make appropriate edits to session details.



2. When you are finished making your edits, click **Save changes.**
   The session is now updated with the new information.

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