

Edit session details

Last Modified on 07/09/2026 8:06 pm IDT

 This article is designated for all users.

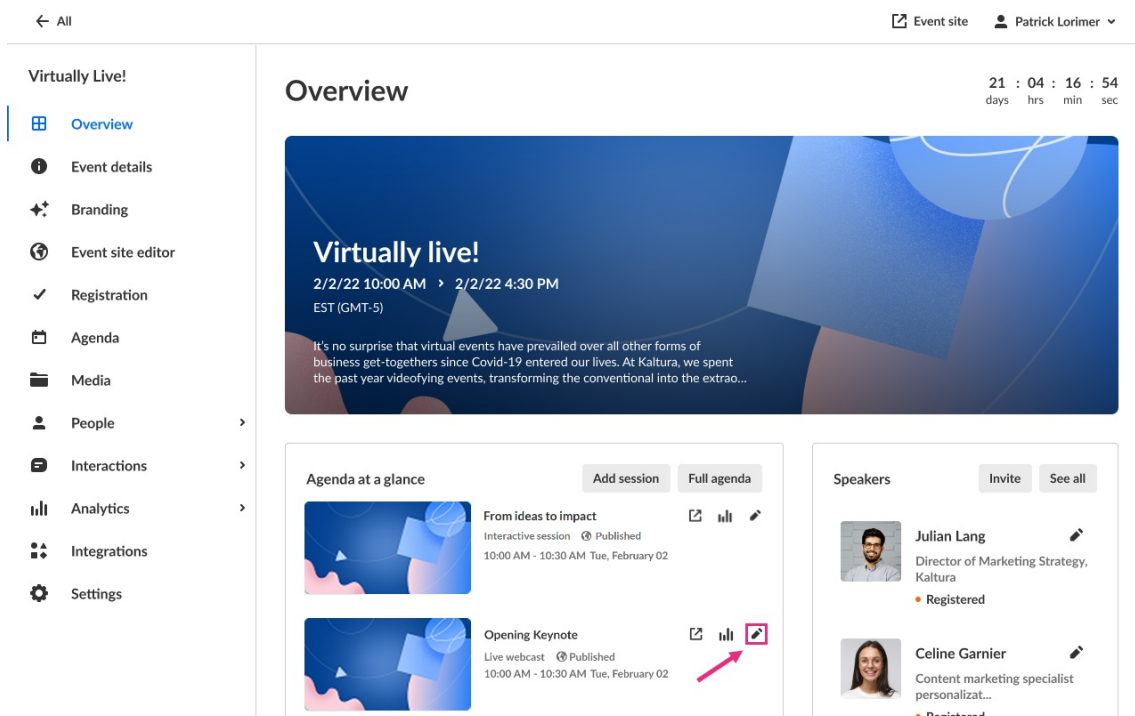
About

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.

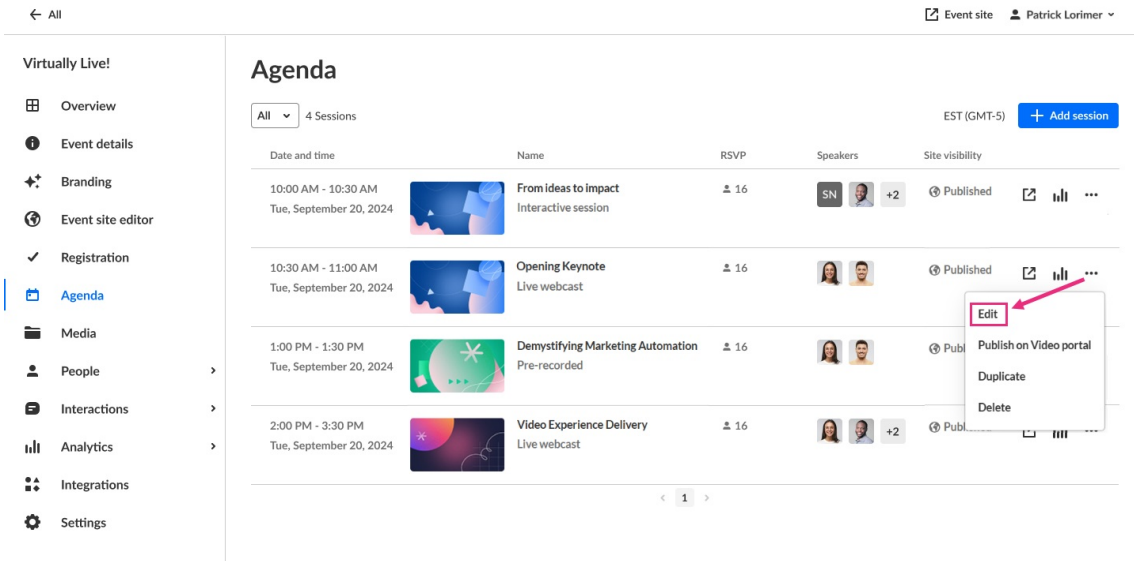
Access session settings

There are two ways to reach session settings:

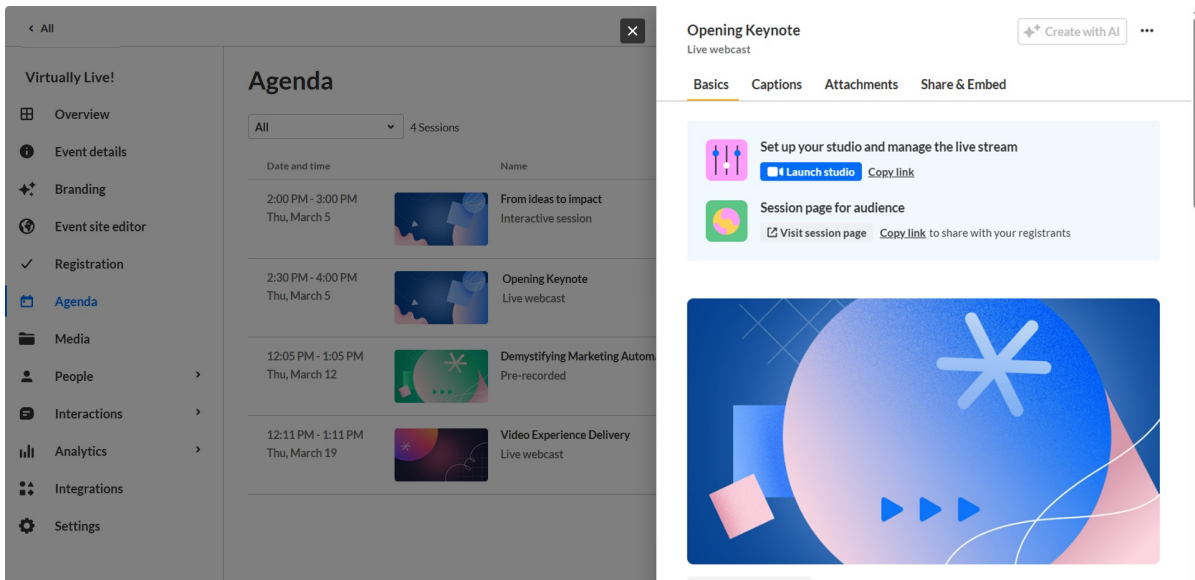
- On the Overview page, in the **Agenda at a glance** section, click the **pencil icon** next to the session.



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




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



Edit session details

1. On the Basics tab, make appropriate edits to session details.



Title (required) 14/120

Meet and Greet

Description

B *i* u ☰ ☷ 🔗

Join us to get to know the new team!

Tags

Add tags

Date	Time	Duration (Minutes)
📅 02/24/2025	🕒 03:00 pm	60

Event time zone Europe/Kiev

Speakers

Arld sneakers

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