


# Configure a DIY live webcast session in your event


Last Modified on 06/16/2026 5:28 pm IDT

 This article is designated for all users.

## About

This article describes how to configure a DIY live webcast session in a multi-session event.

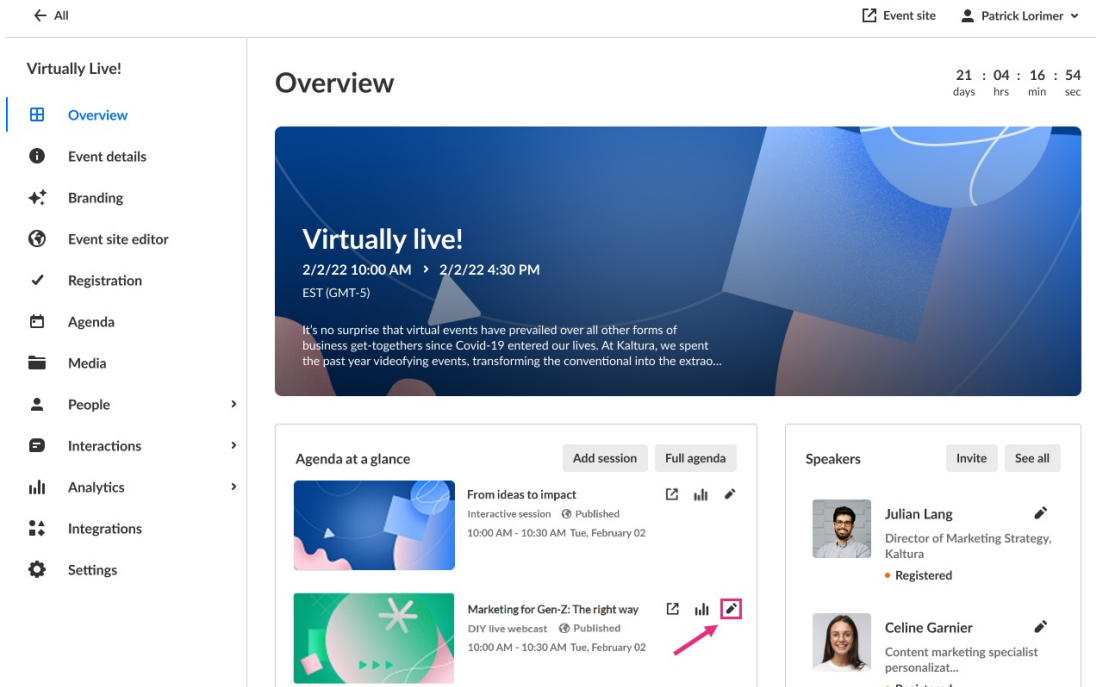
 This article pertains only to **multi-session events**.

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

## Access session settings

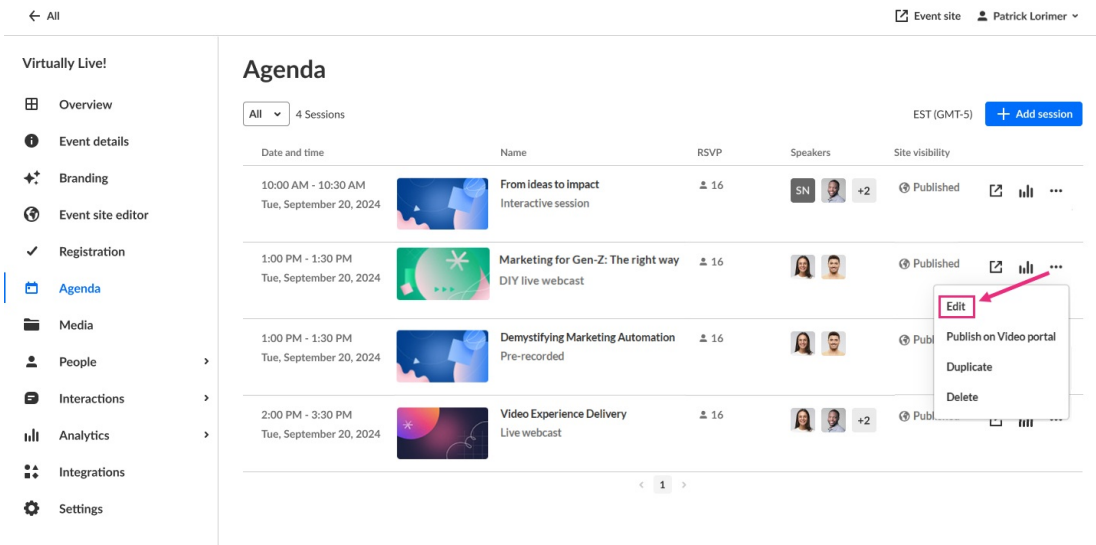
There are two ways to reach session settings:

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



The screenshot shows the Kaltura event management interface. On the left is a navigation sidebar with options like Overview, Event details, Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Analytics, Integrations, and Settings. The main content area is titled 'Overview' and shows a banner for 'Virtually live!' with a timer at 21:04:16:54. Below the banner is the 'Agenda at a glance' section, which lists two sessions: 'From ideas to impact' and 'Marketing for Gen-Z: The right way'. The second session is highlighted with a red box and a red arrow pointing to a pencil icon, indicating where to click to access session settings. To the right of the agenda is a 'Speakers' section listing Julian Lang and Celine Garnier.

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



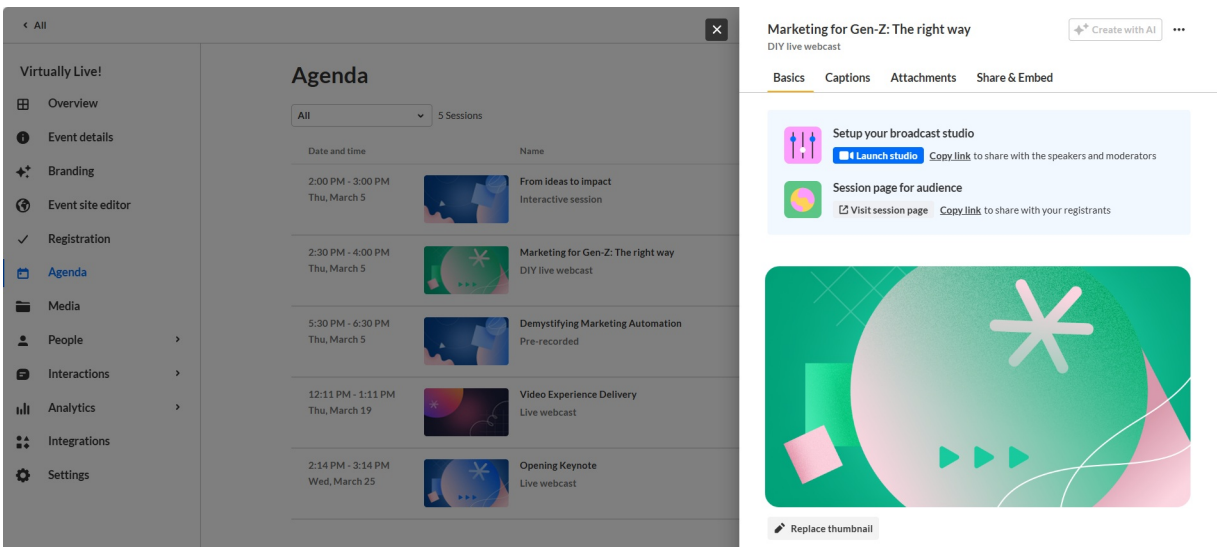
← All Event site Patrick Lorimer

**Agenda** All 4 Sessions EST (GMT-5) + Add session

Date and time	Name	RSVP	Speakers	Site visibility
10:00 AM - 10:30 AM Tue, September 20, 2024	<b>From ideas to impact</b> Interactive session	16	SN +2	Published
1:00 PM - 1:30 PM Tue, September 20, 2024	<b>Marketing for Gen-Z: The right way</b> DIY live webcast	16		Published
1:00 PM - 1:30 PM Tue, September 20, 2024	<b>Demystifying Marketing Automation</b> Pre-recorded	16		Publ
2:00 PM - 3:30 PM Tue, September 20, 2024	<b>Video Experience Delivery</b> Live webcast	16	+2	Publ

Menu options: Edit, Publish on Video portal, Duplicate, Delete

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



Marketing for Gen-Z: The right way DIY live webcast Create with AI

Basics Captions Attachments Share & Embed

Setup your broadcast studio  
[Launch studio](#) Copy link to share with the speakers and moderators

Session page for audience  
[Visit session page](#) Copy link to share with your registrants

Replace thumbnail



When a tab is open, you'll also see a **Create with AI** button and a **three-dot menu**. These actions are available across all tabs. For details, see [Global actions](#) below.

## Basics tab

Configure the core details of your event, like title, description, and tags. Launch the studio, access a direct link to the session page, manage recordings, and much more.

- [Launch Kaltura Studio room and copy studio link to share](#)

- [Visit session page and copy session page link to share](#)
- [Edit session details](#)
- [Activate AI assistant](#)
- [Set site visibility](#)
- [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.

- [Manage recordings](#)

## Captions tab

Manage captions and translations for your session. Order, upload, edit, download, delete, and set default captions, and much more.

□ The ability to order captions and translation must be enabled and configured on your account. If they are not, please contact your Kaltura representative to enquire about adding them. If captions and translation are enabled and configured on your account, you may order them only after creating your session and accessing the Captions tab of the Edit session page.

- [Order live captions](#)
- [Order live translation](#)
- [Order captions for session recording or video source](#)
- [Upload captions for session recording or video source](#)
- [Set as default, edit, download, and delete captions for a session recording](#)

## Attachments tab

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](#)

## Share & Embed tab



Looking for more information about this feature? Feel free to contact your Kaltura representative.

When using Kaltura's Live Broadcasting services, you can choose to share (re-stream) your scheduled live event to any RTMP based live broadcasting service. When re-stream is set, Kaltura will take care of replicating your live stream and concurrently stream it to additional live broadcasting services such as social media live streaming.



You may share (restream) and embed only after creating your session and accessing the Share & Embed tab of the Edit session page.



You may share (restream) and embed future sessions only.

- [Embed the player on an external site](#)
- [Share \(restream\) your session on social media channel](#)
- [Edit an existing stream](#)
- [Delete an existing stream](#)

## Global actions

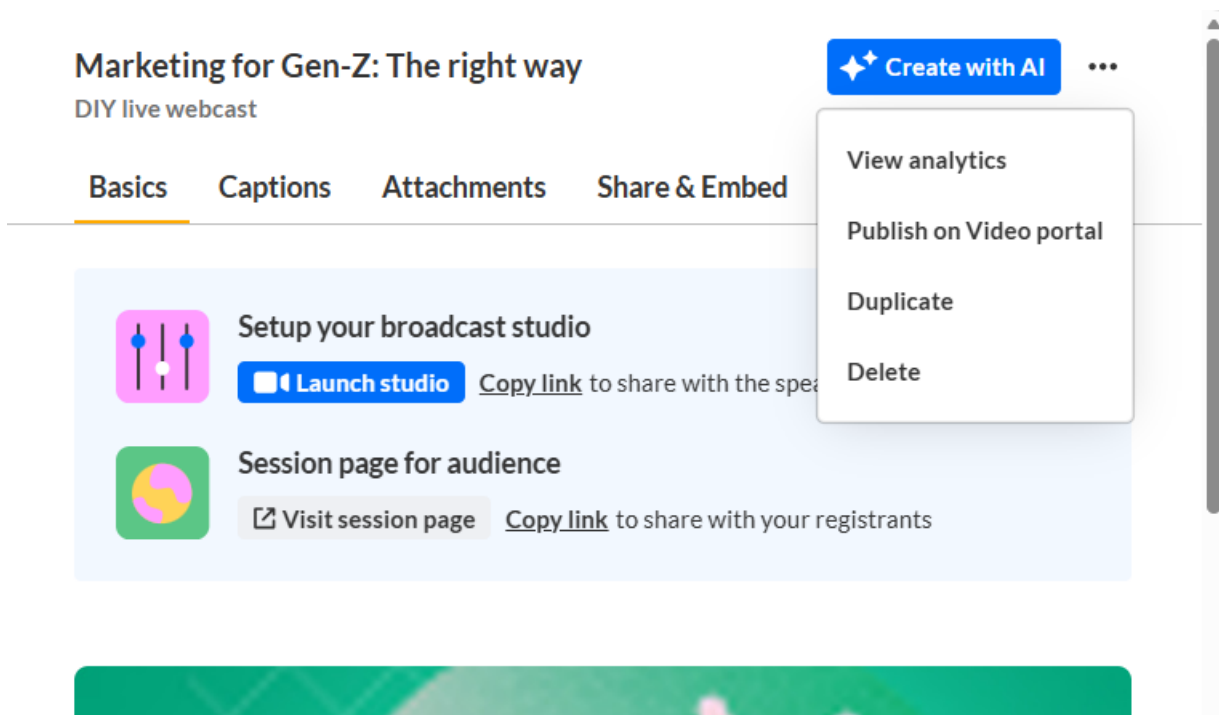
The following actions appear in every tab.

## Create with AI

Use the **Create with AI** button to generate highlight clips, summaries, and chapters after your session. This button is active only when applicable media is uploaded. See [Create highlight clips with AI](#) and [Create a summary and chapters with AI](#) for more information.

## More actions

Click the **three-dot menu** to access additional options:



- **View analytics** - See [Session analytics](#) for details.
- **Publish on Video portal** - See [Session publishing capabilities](#) for details.
- **Duplicate session** - See [Duplicate session](#) for more details.
- **Delete session** - Permanently delete the session.