Add and manage speakers in Content Hubs

Last Modified on 07/22/2026 3:19 pm IDT

This article is designated for all users.

About

Speakers are users associated with a media item who appear in or present its content. For example, you might add a professor as the speaker for a recorded lecture, a presenter for a webinar recording, or a speaker for an event session.

You can add speakers, control how they appear, manage their visibility, and customize their information for individual media entries.

This feature requires the following to be enabled:

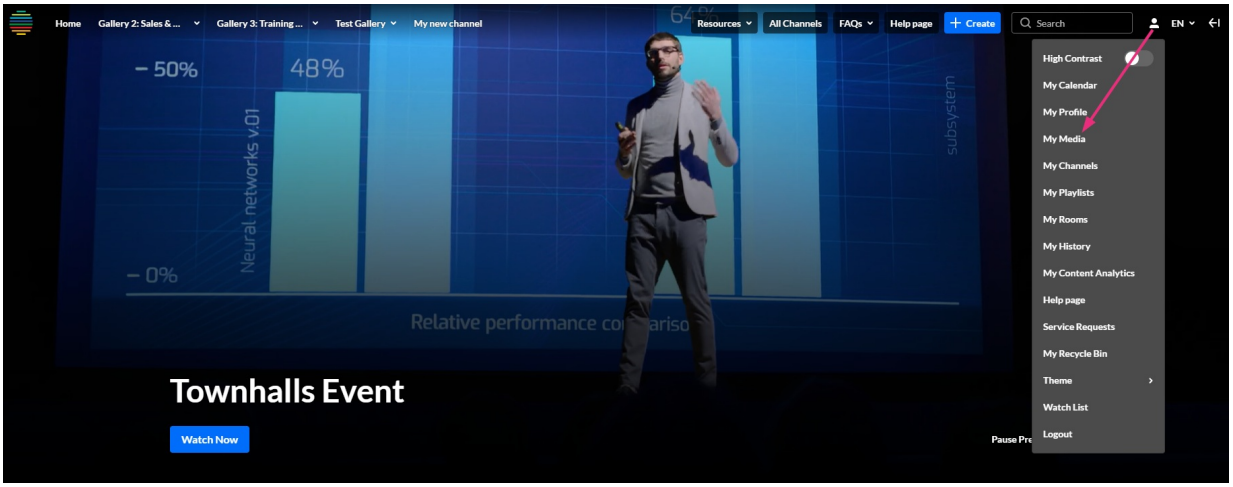
- Presenters module
- Theming module with the 'mediaedit' feature set to 'Yes'

Who can use this

- Media owners
- Co-editors (depending on permissions)

Access the Add & manage speakers settings

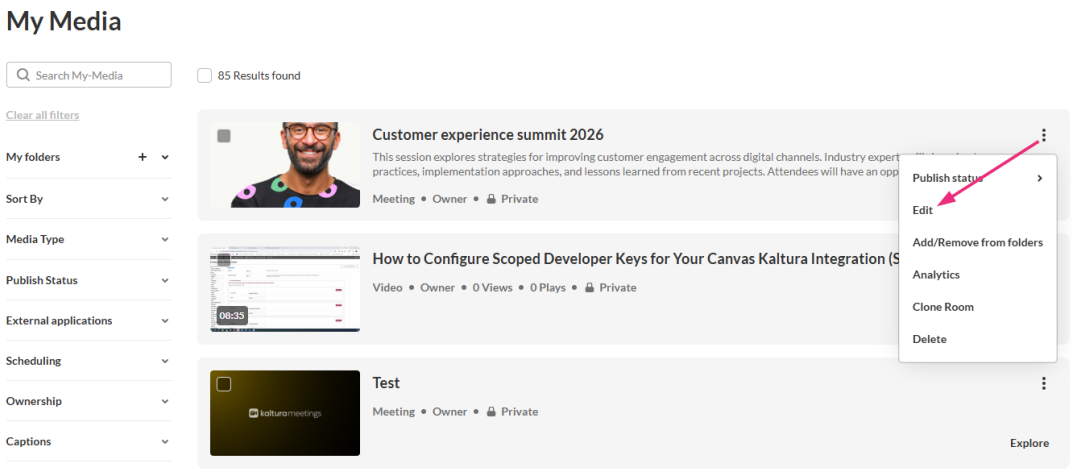
1. Select My Media from the user menu.



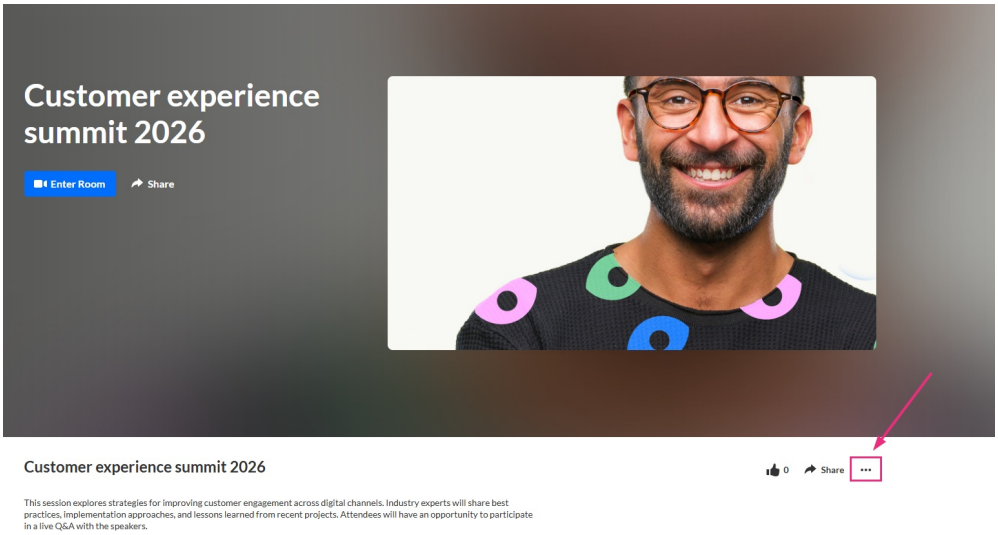
The My Media page displays.

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2. Locate the desired media, click the **three dots** to the right and select **Edit**.

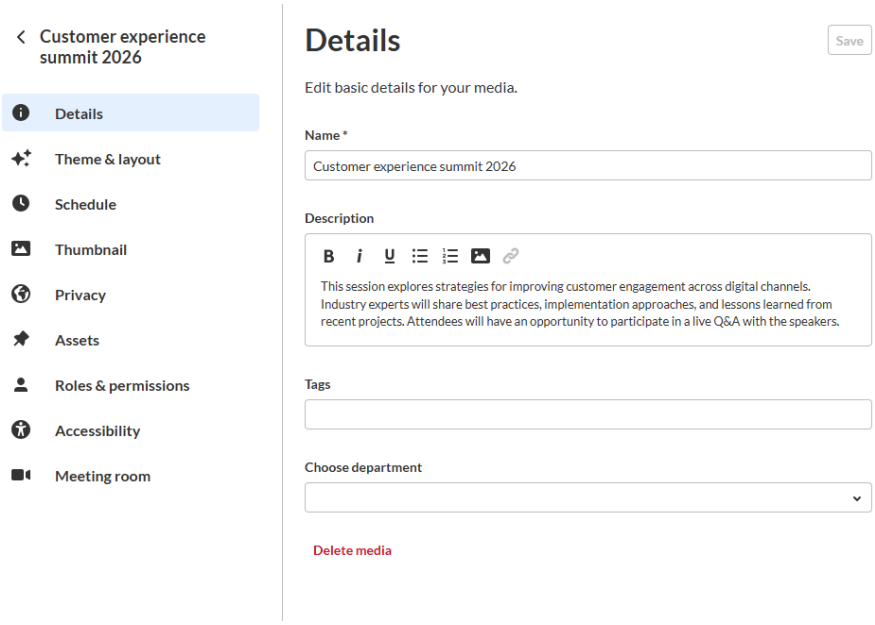


Alternatively, you can access the edit page from the media page by clicking the **three dots** below the player and selecting **Edit**.

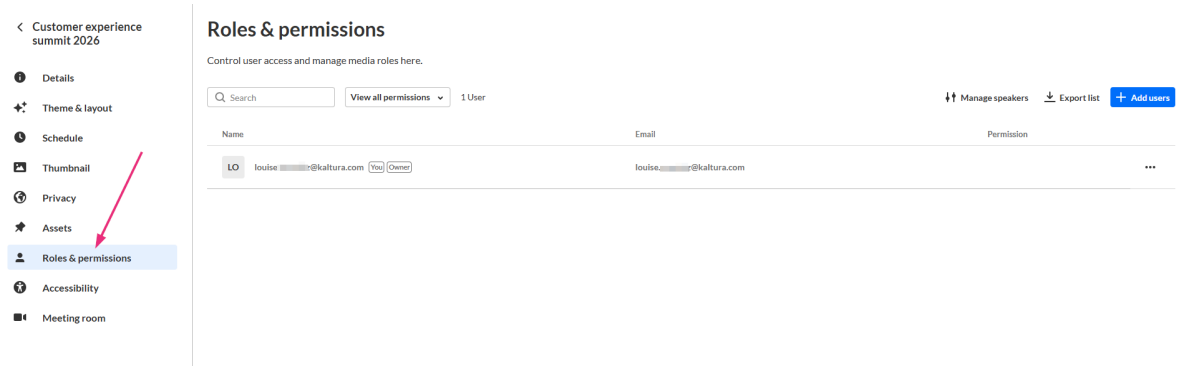


The edit page opens on the **Details** tab by default, with a left-hand navigation.

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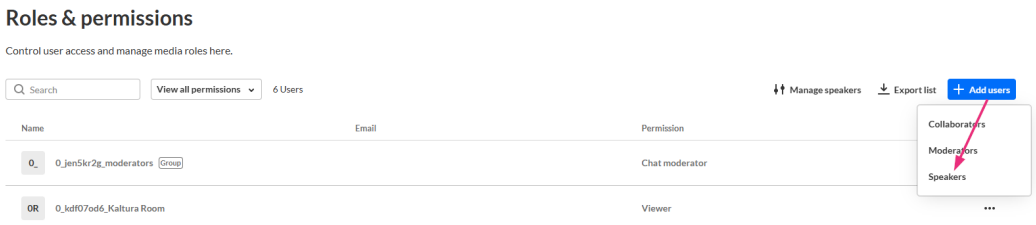


3. In the left navigation, click the **Roles & permissions** tab to display the Roles & permissions page.



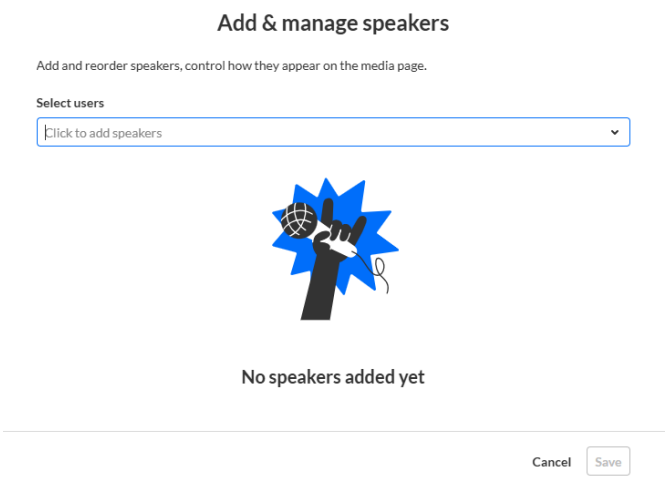
Add speakers

1. Click **Add users** at the top right, and select **Speakers**.

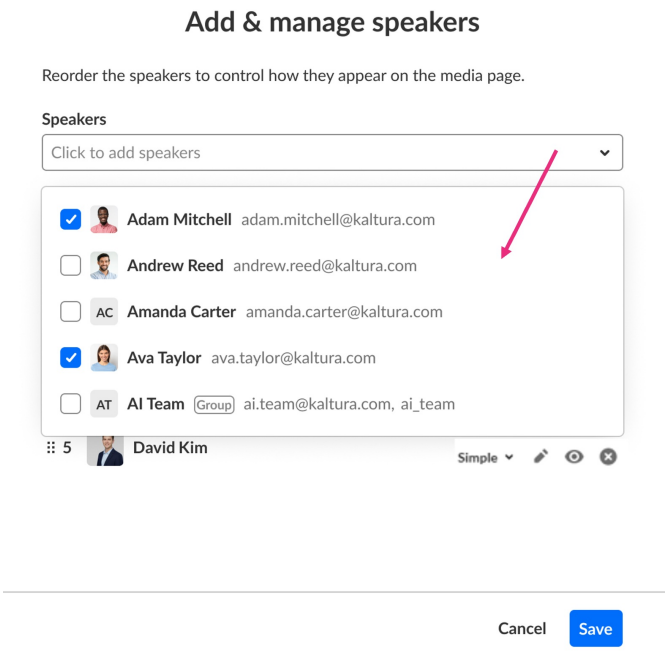


The 'Add & manage speakers' window opens.

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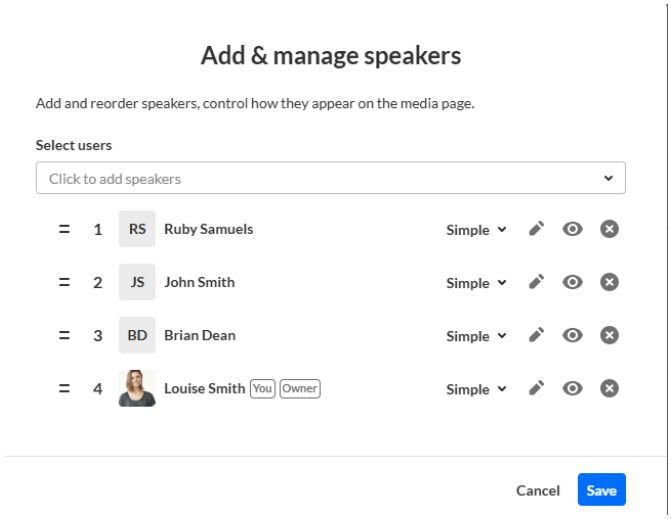


2. Search for and select one or more users.



Each selected speaker appears in a list.

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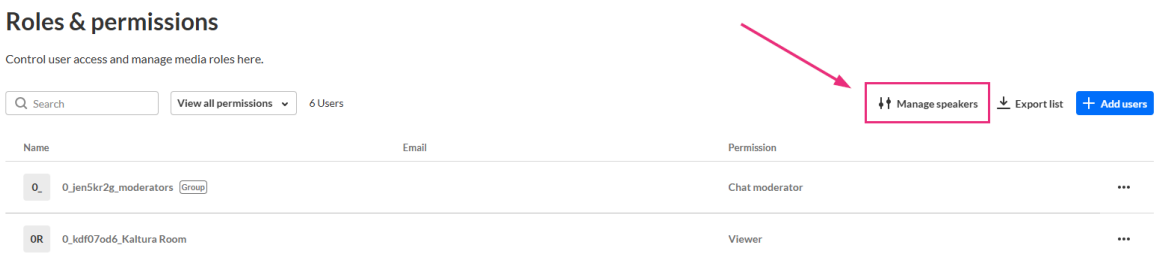
3. Click **Save**.

   The speakers are associated with the media.

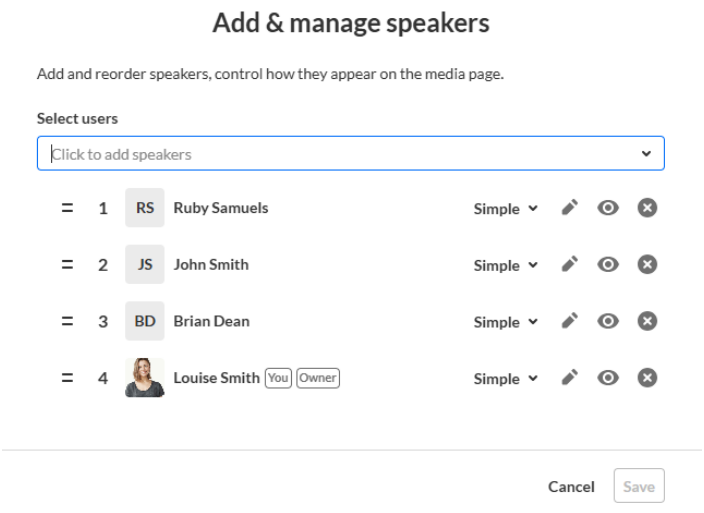
Manage speakers

After adding speakers, you can control how they appear on the media page.

Click **Manage speakers** at the top right of the page.



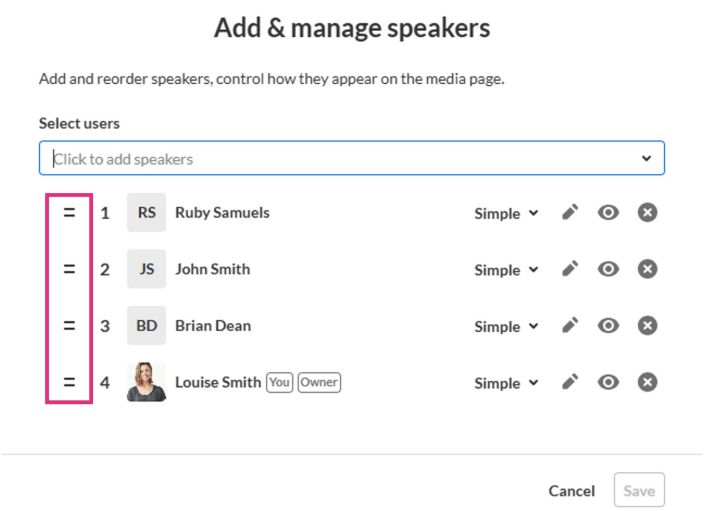
The 'Add & manage speakers' window opens.



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Reorder speakers

Use the **reorder icon** to the left of a speaker to drag the speaker to a new position in the list.

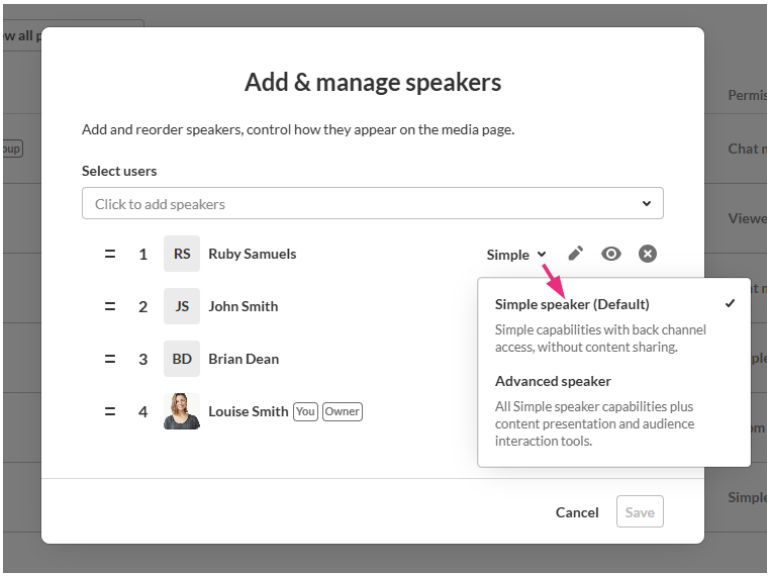


The order of speakers in the list determines how they appear on the media page.

Change the speaker type

Select a speaker type from the drop-down options:

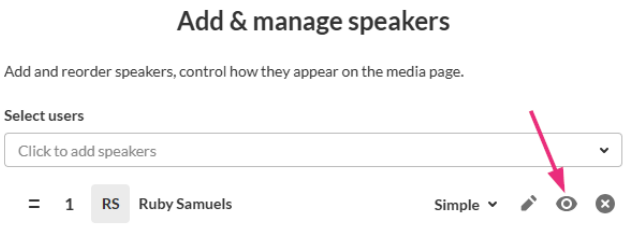
- **Simple speaker** (default) - Displays speaker information.
- **Advanced speaker** (available only for Kaltura Room entries) - Provides additional presentation and audience interaction capabilities.



Control speaker visibility

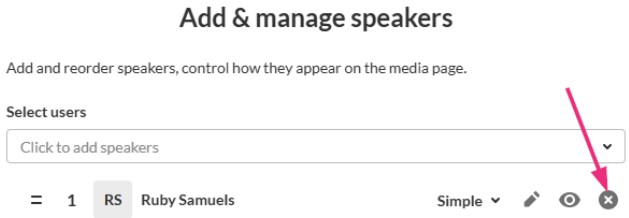
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Click the **eye icon** to show or hide a speaker on the media page.



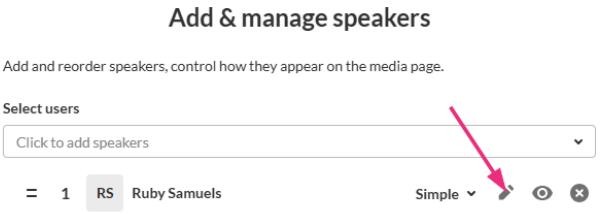
Remove a speaker

Click the **x** icon to remove the speaker from the media.



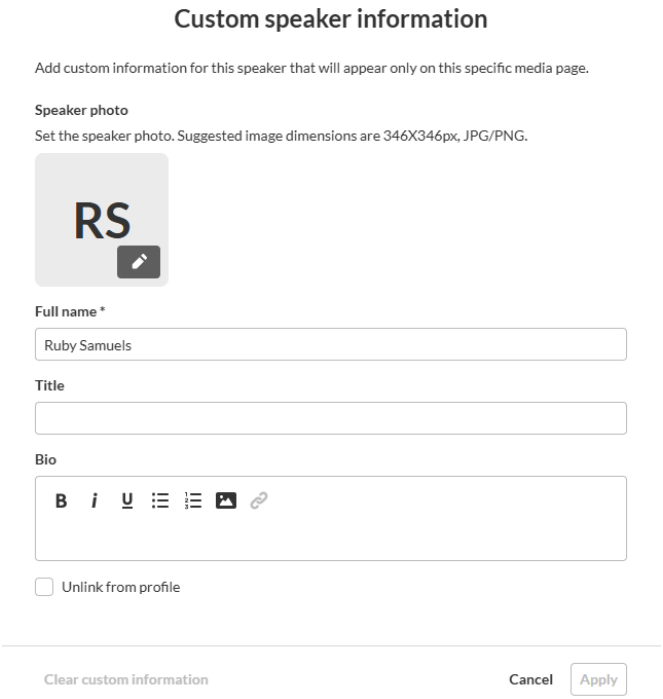
Edit custom speaker information

1. Click the **pencil icon** beside a speaker.



The 'Custom speaker information' window opens.

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You can customize the following information:

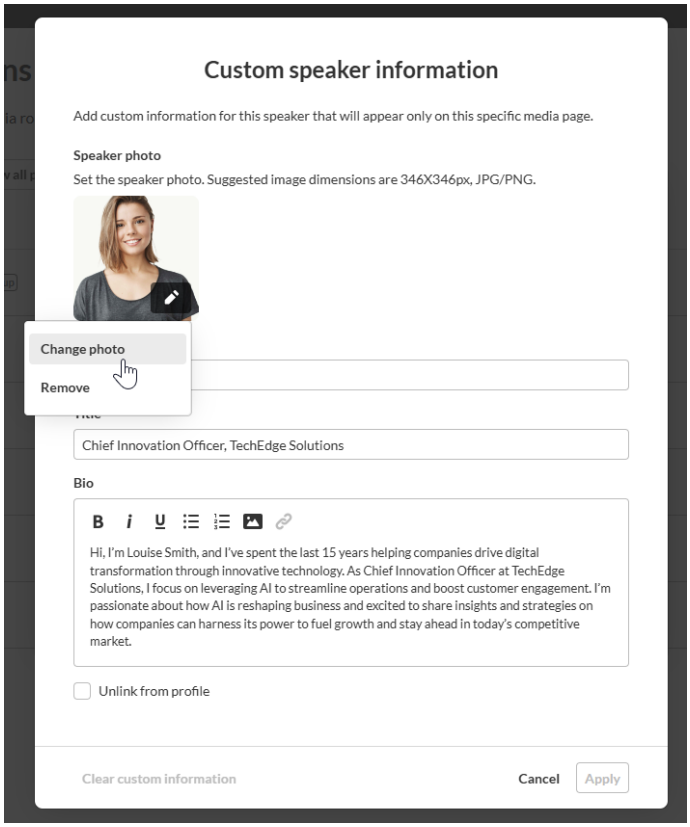
- Speaker photo
- Full name (required)
- Title
- Bio (supports rich text formatting)

Custom speaker information applies only to the current media and doesn't update the user's profile.

To hide links to the speaker's profile page for this media, select **Unlink from profile**.

To update the speaker photo, click the **edit icon** on the photo and select **Change photo**, then select an image from your computer. To remove the current photo, select **Remove**.

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The custom information is displayed wherever the speaker is shown for that media.

To remove all custom speaker information and restore the speaker's profile information, click **Clear custom information**.

2. After updating the speaker information, click **Apply**.

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