

# Add and manage speakers in Content Hubs

Last Modified on 06/07/2026 11:38 am IDT

 This article is designated for all users.

## About

Speakers are users associated with media for presentation purposes, such as sessions and events.

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



This feature requires the following to be enabled:

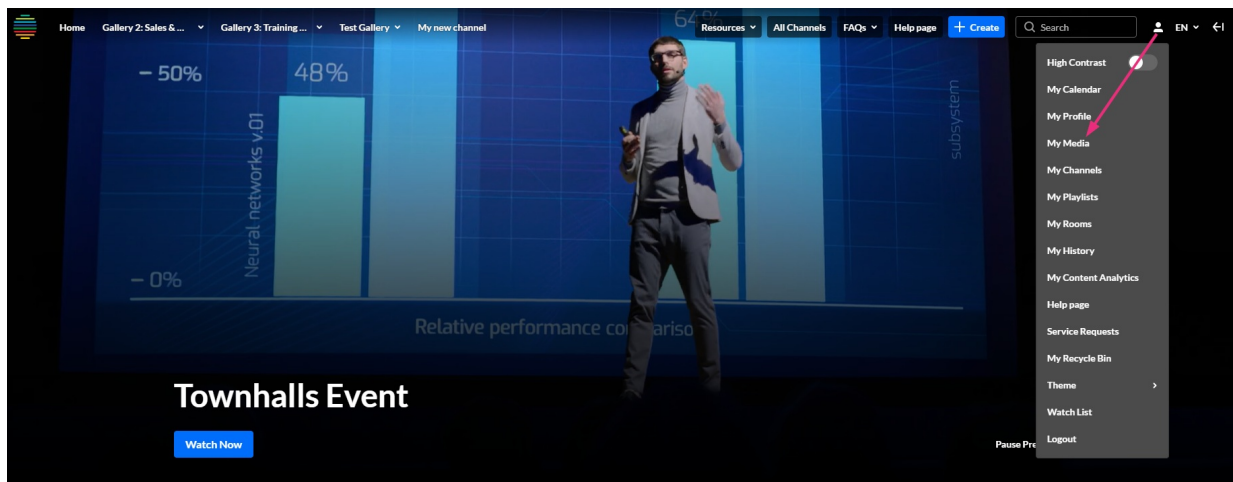
- [Presenters module](#)
- [Theming module](#) with the 'mediaedit' feature set to 'Yes'

## Who can use this

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

## Access the Add & manage speakers settings

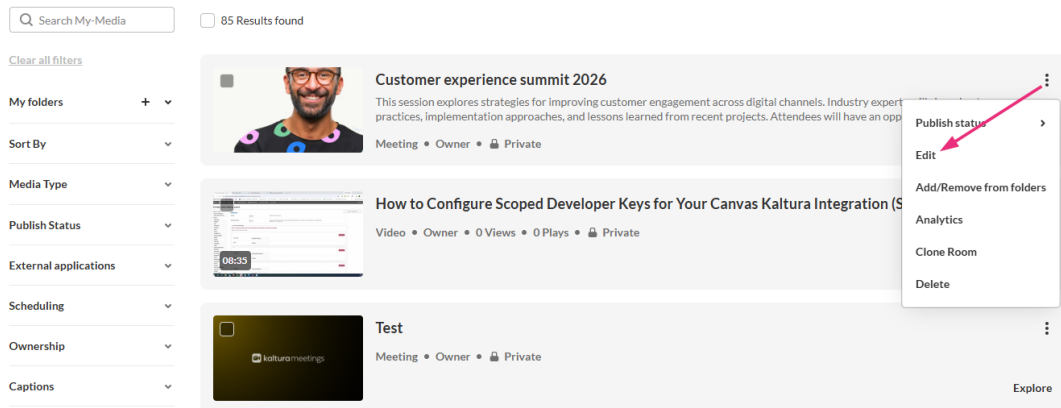
1. Select [My Media](#) from the user menu.



The My Media page displays.

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

### My Media



Search My-Media  85 Results found

Clear all filters

My folders + ▾

Sort By ▾

Media Type ▾

Publish Status ▾

External applications ▾

Scheduling ▾

Ownership ▾

Captions ▾

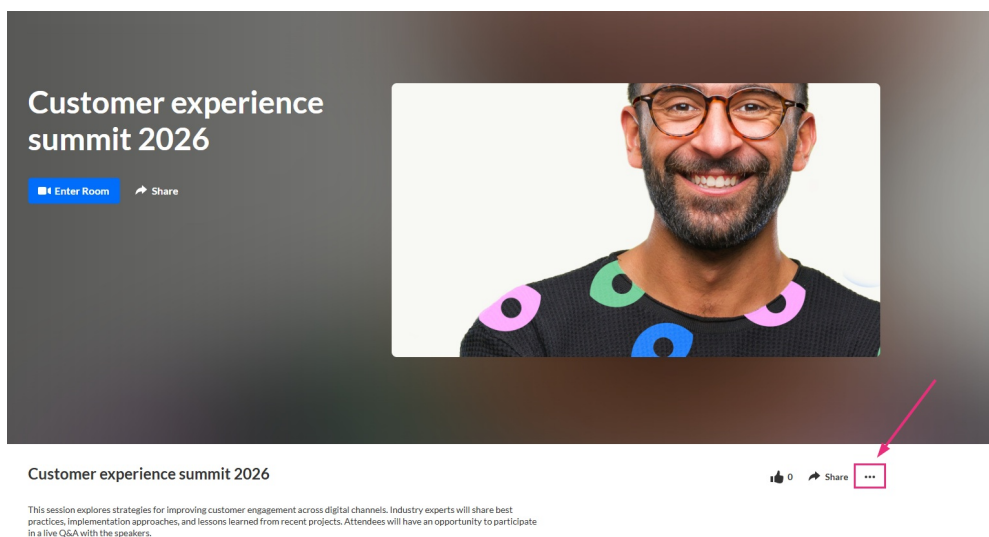
**Customer experience summit 2026**  
This session explores strategies for improving customer engagement across digital channels. Industry experts will share best practices, implementation approaches, and lessons learned from recent projects. Attendees will have an opportunity to participate in a live Q&A with the speakers.  
Meeting • Owner • Private

**How to Configure Scoped Developer Keys for Your Canvas Kaltura Integration (S...**  
Video • Owner • 0 Views • 0 Plays • Private

**Test**  
Meeting • Owner • Private

Explore

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



**Customer experience summit 2026**

Enter Room Share

Customer experience summit 2026

0 Share ...

This session explores strategies for improving customer engagement across digital channels. Industry experts will share best practices, implementation approaches, and lessons learned from recent projects. Attendees will have an opportunity to participate in a live Q&A with the speakers.

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

< Customer experience summit 2026

- Details**
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions
- Accessibility
- Meeting room

## Details





Save

Edit basic details for your media.

Name \*

Customer experience summit 2026

Description

**B** *i* U    

This session explores strategies for improving customer engagement across digital channels. Industry experts will share best practices, implementation approaches, and lessons learned from recent projects. Attendees will have an opportunity to participate in a live Q&A with the speakers.

Tags

Choose department

Delete media

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

< Customer experience summit 2026

- Details
- Theme & layout
- Schedule
- Thumbnail
- Privacy
- Assets
- Roles & permissions**
- Accessibility
- Meeting room

## Roles & permissions

Control user access and manage media roles here.

Q Search



View all permissions

1 User

Manage speakers

Export list

+ Add users

Name	Email	Permission
LO louise@kaltura.com  	louise@kaltura.com	...

## Add speakers

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

### Roles & permissions

Control user access and manage media roles here.

Q Search


View all permissions

6 Users

Manage speakers

Export list

+ Add users

Name	Email	Permission
0_0_jen5kr2g_moderators 		Chat moderator
OR 0_kdf07od6_Kaltura Room		Viewer

- Collaborators
- Moderators
- Speakers**

The 'Add & manage speakers' window opens.

### Add & manage speakers

Add and reorder speakers, control how they appear on the media page.

Select users



No speakers added yet




Cancel Save





2. Search for and select one or more users.

### Add & manage speakers

Reorder the speakers to control how they appear on the media page.

Speakers

-  **Adam Mitchell** adam.mitchell@kaltura.com
-  **Andrew Reed** andrew.reed@kaltura.com
- AC** **Amanda Carter** amanda.carter@kaltura.com
-  **Ava Taylor** ava.taylor@kaltura.com
- AT** **AI Team** Group ai.team@kaltura.com, ai\_team

**5**  **David Kim** Simple   

Cancel Save

Each selected speaker appears in a list.

### Add & manage speakers

Add and reorder speakers, control how they appear on the media page.

Select users

Click to add speakers

=	1	<b>RS</b> Ruby Samuels	Simple	✎	👁	✕
	2	<b>JS</b> John Smith	Simple	✎	👁	✕
	3	<b>BD</b> Brian Dean	Simple	✎	👁	✕
	4	<b>Louise Smith</b> <span style="border: 1px solid #ccc; padding: 2px;">You</span> <span style="border: 1px solid #ccc; padding: 2px;">Owner</span>	Simple	✎	👁	✕

Cancel
Save

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.

### Roles & permissions

Control user access and manage media roles here.

Q Search

View all permissions

6 Users

↑↓ Manage speakers

↓ Export list

+ Add users

Name	Email	Permission	
0_0_jen5kr2g_moderators <span style="border: 1px solid #ccc; padding: 1px 2px; font-size: 0.7em;">Group</span>		Chat moderator	⋮
0R_0_kdf07od6_Kaltura Room		Viewer	⋮

The 'Add & manage speakers' window opens.

### Add & manage speakers

Add and reorder speakers, control how they appear on the media page.

Select users

Click to add speakers

=	1	<b>RS</b> Ruby Samuels	Simple	✎	👁	✕
	2	<b>JS</b> John Smith	Simple	✎	👁	✕
	3	<b>BD</b> Brian Dean	Simple	✎	👁	✕
	4	<b>Louise Smith</b> <span style="border: 1px solid #ccc; padding: 2px;">You</span> <span style="border: 1px solid #ccc; padding: 2px;">Owner</span>	Simple	✎	👁	✕

Cancel
Save

## Reorder speakers

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

### Add & manage speakers

Add and reorder speakers, control how they appear on the media page.

Select users

Click to add speakers

=	1	<div style="display: flex; align-items: center;"> <div style="background-color: #ccc; padding: 2px 5px; margin-right: 5px;">RS</div> <div> <span style="font-size: 0.9em;">Ruby Samuels</span> </div> </div>	Simple	✎	👁	✕
=	2	<div style="display: flex; align-items: center;"> <div style="background-color: #ccc; padding: 2px 5px; margin-right: 5px;">JS</div> <div> <span style="font-size: 0.9em;">John Smith</span> </div> </div>	Simple	✎	👁	✕
=	3	<div style="display: flex; align-items: center;"> <div style="background-color: #ccc; padding: 2px 5px; margin-right: 5px;">BD</div> <div> <span style="font-size: 0.9em;">Brian Dean</span> </div> </div>	Simple	✎	👁	✕
=	4	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; border-radius: 50%; background-color: #ccc; margin-right: 5px;"></div> <div> <span style="font-size: 0.9em;">Louise Smith</span> <span style="margin-left: 5px; font-size: 0.8em; border: 1px solid #ccc; padding: 1px 2px;">You</span> <span style="margin-left: 5px; font-size: 0.8em; border: 1px solid #ccc; padding: 1px 2px;">Owner</span> </div> </div>	Simple	✎	👁	✕

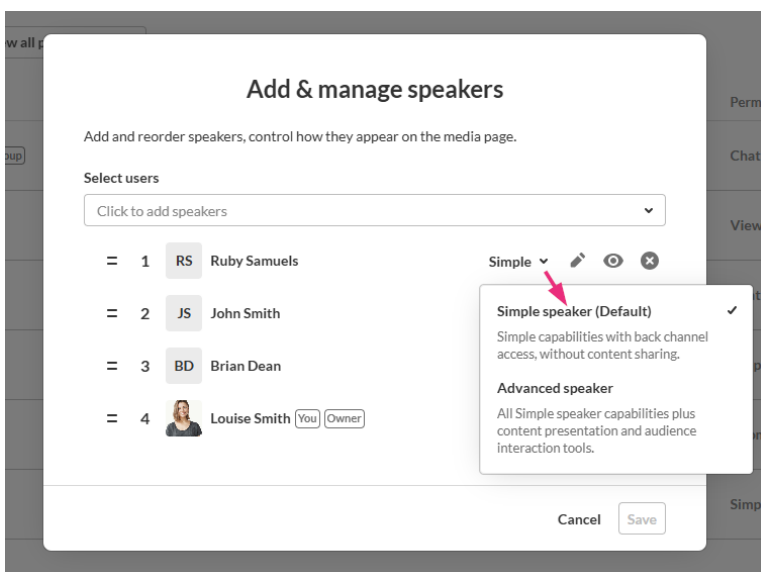
Cancel Save

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** (relevant only for [Kaltura Room](#) entries) - Provides additional presentation and audience interaction capabilities.



## Control speaker visibility

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

### Add & manage speakers

Add and reorder speakers, control how they appear on the media page.

Select users

Click to add speakers

1 RS Ruby Samuels Simple    



### Remove a speaker


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

### Add & manage speakers

Add and reorder speakers, control how they appear on the media page.

Select users

Click to add speakers

1 RS Ruby Samuels Simple    



### Edit custom speaker information

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

### Add & manage speakers

Add and reorder speakers, control how they appear on the media page.

Select users

Click to add speakers

1 RS Ruby Samuels Simple    



The 'Custom speaker information' window opens.

### Custom speaker information

Add custom information for this speaker that will appear only on this specific media page.

#### Speaker photo

Set the speaker photo. Suggested image dimensions are 346X346px, JPG/PNG.



#### Full name \*

#### Title

#### Bio

**B** *i* u    

Unlink from profile

[Clear custom information](#)

Cancel

You can customize the following information:

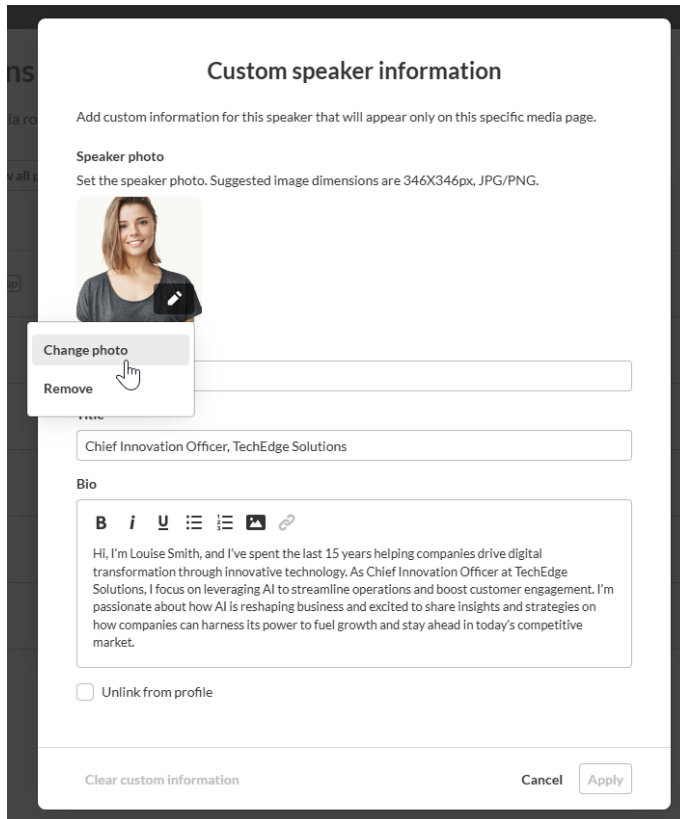
- Speaker photo
- Full name (required)
- Title
- Bio (supports rich text formatting)



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**.



The custom information is displayed wherever the speaker appears 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**.