

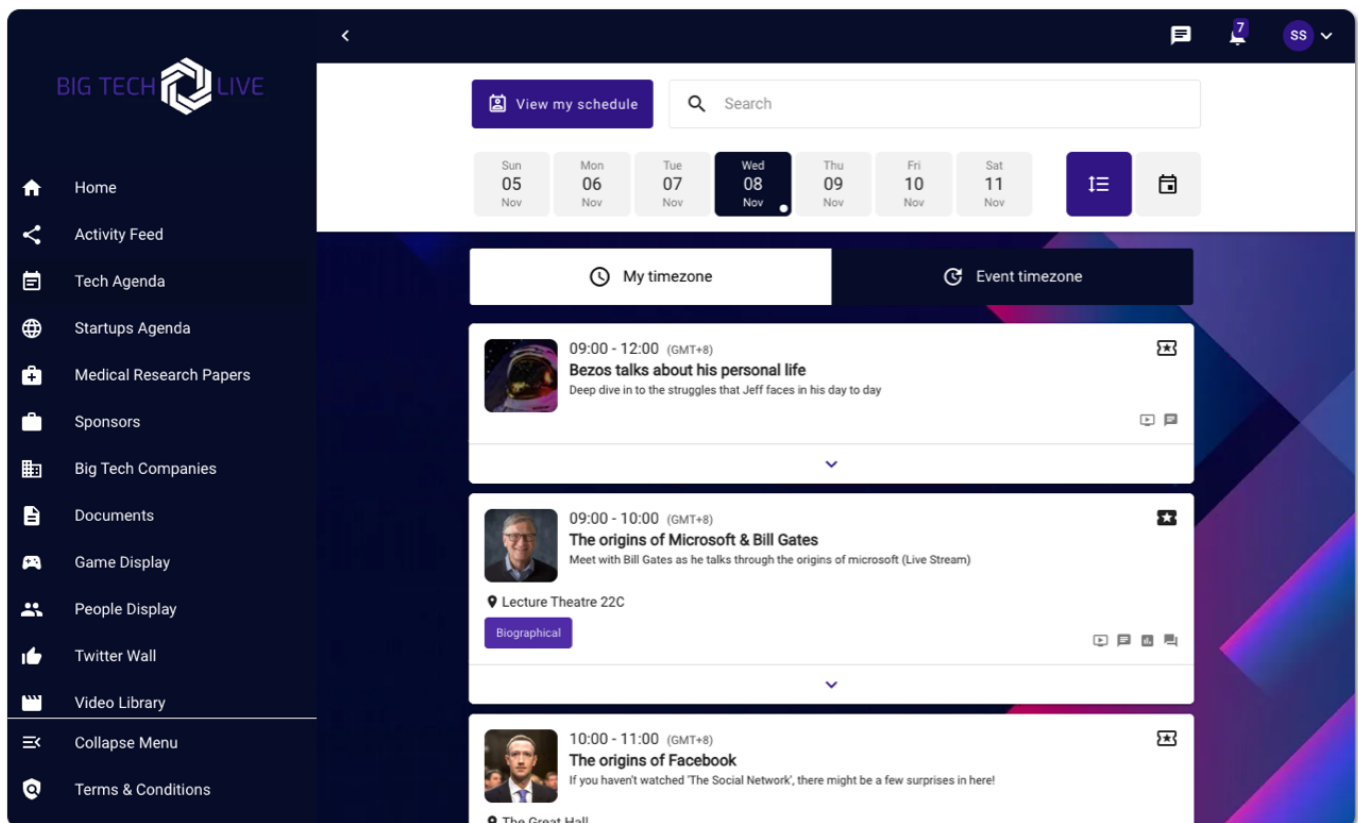
# Agenda

## Agenda Overview

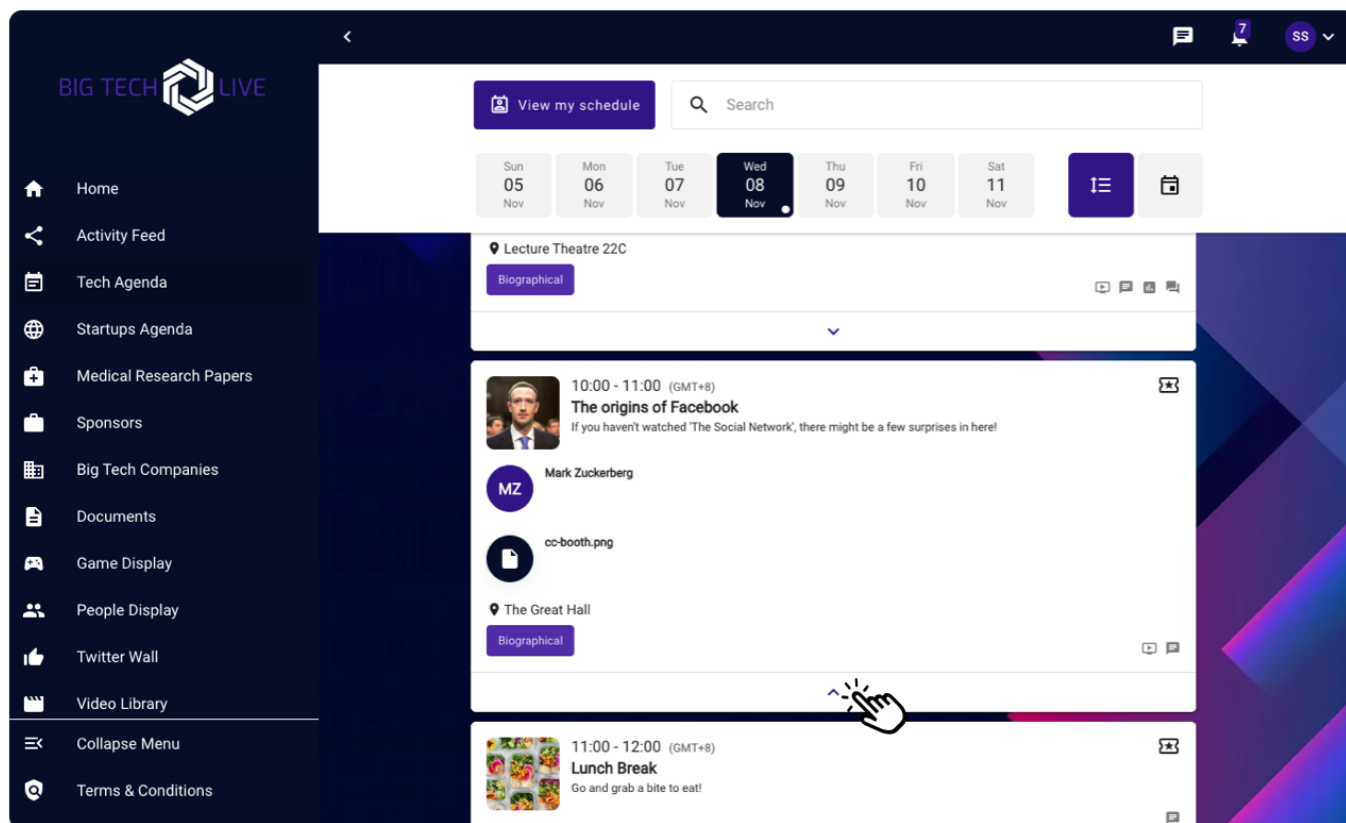
The Agenda Module is the backbone of your event. Optimised towards user experience, it not only provides an overview of your event timetable in chronological order but allows users to build their own schedule when they favourite sessions directly within the app.

Each session is clearly displayed on an individual card, in chronological order, and includes the following information:

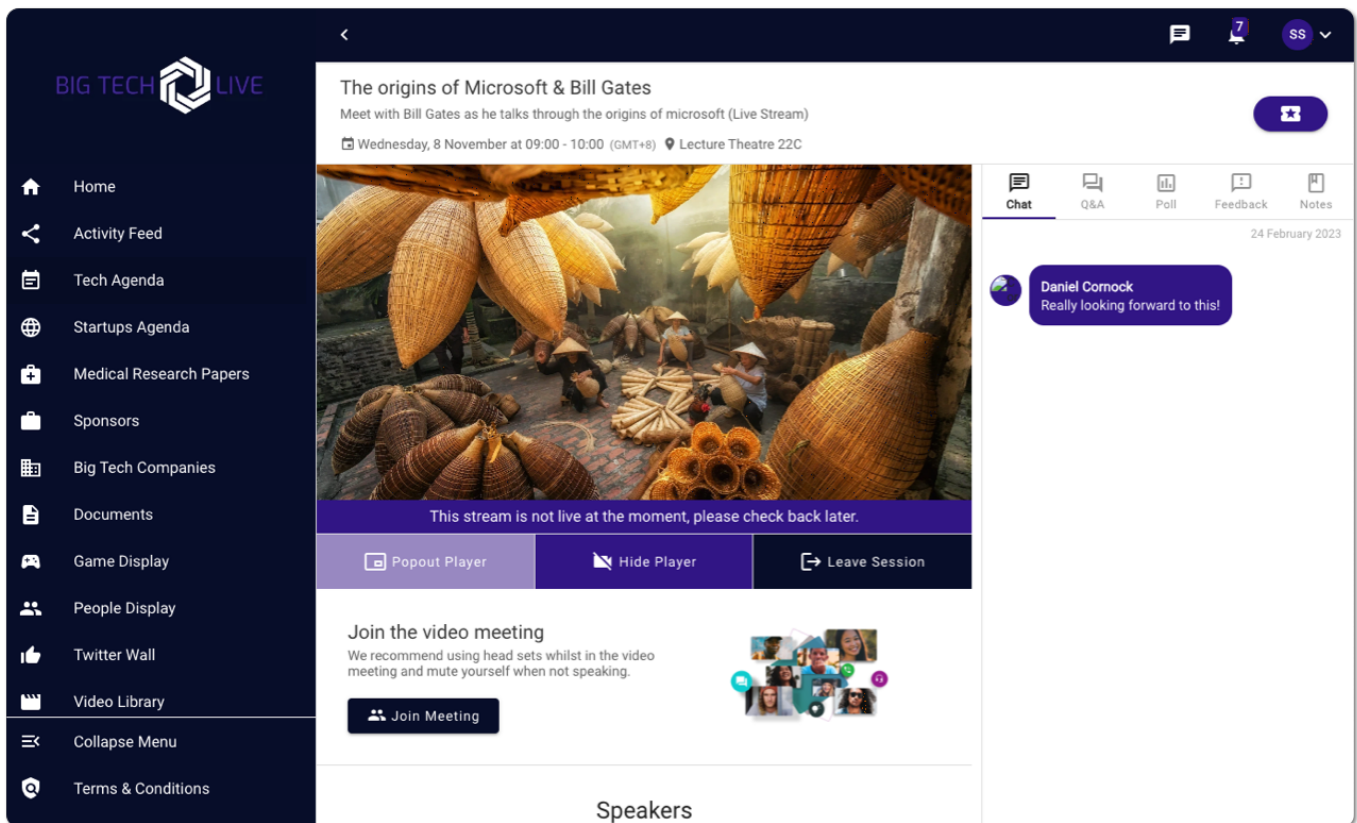
- Session Thumbnail (200px by 200px)
- Start and end time of the session (and the time zone if applicable)
- Session title
- Session subtitle
- Location
- Session capacity
- Attendees attending the session
- Tags
- Any interactive features



Sessions can be expanded to unveil the list of speakers and access any relevant documents associated with that session.

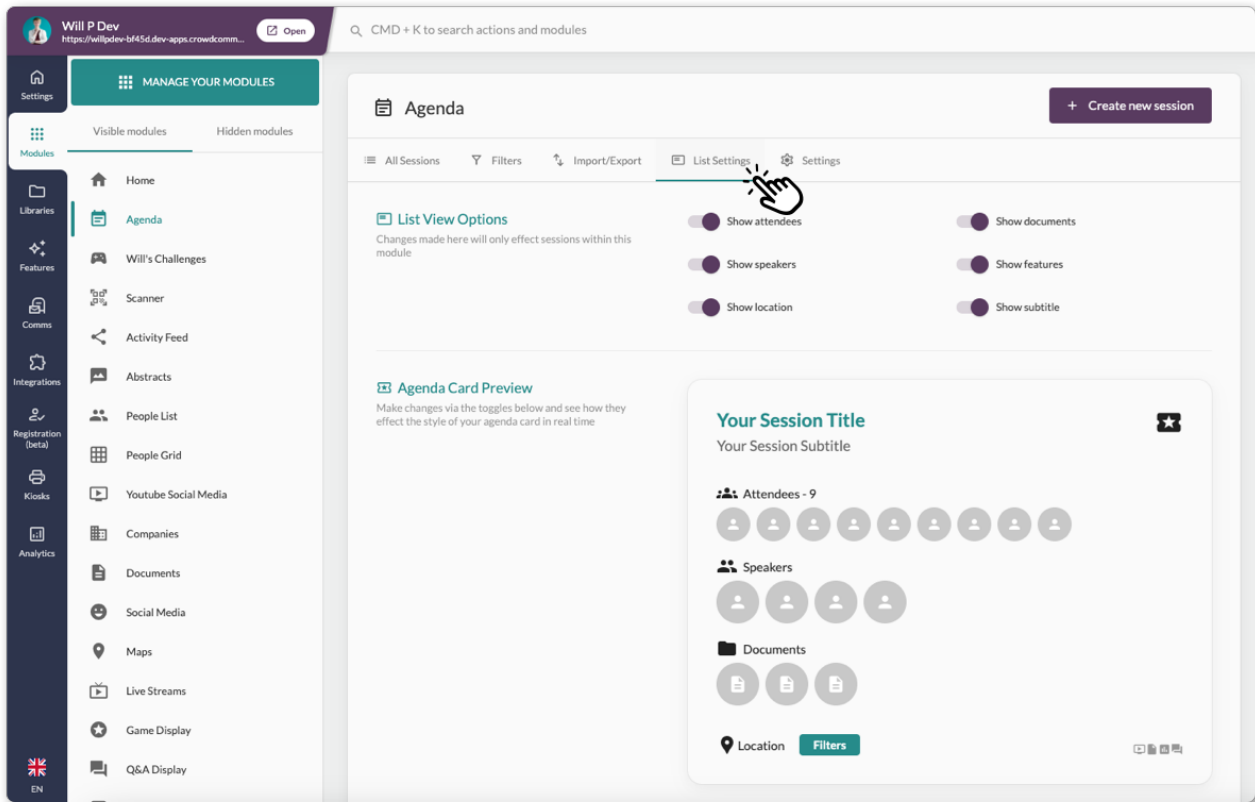


Clicking onto a session opens a full session description page, where any live streams or breakouts can be accessed.



For further customisation, certain information can be toggled on and off for all users. This is found within the Agenda Module on the CMS, under the tab called 'List Settings'. Here you can switch on or off the following:

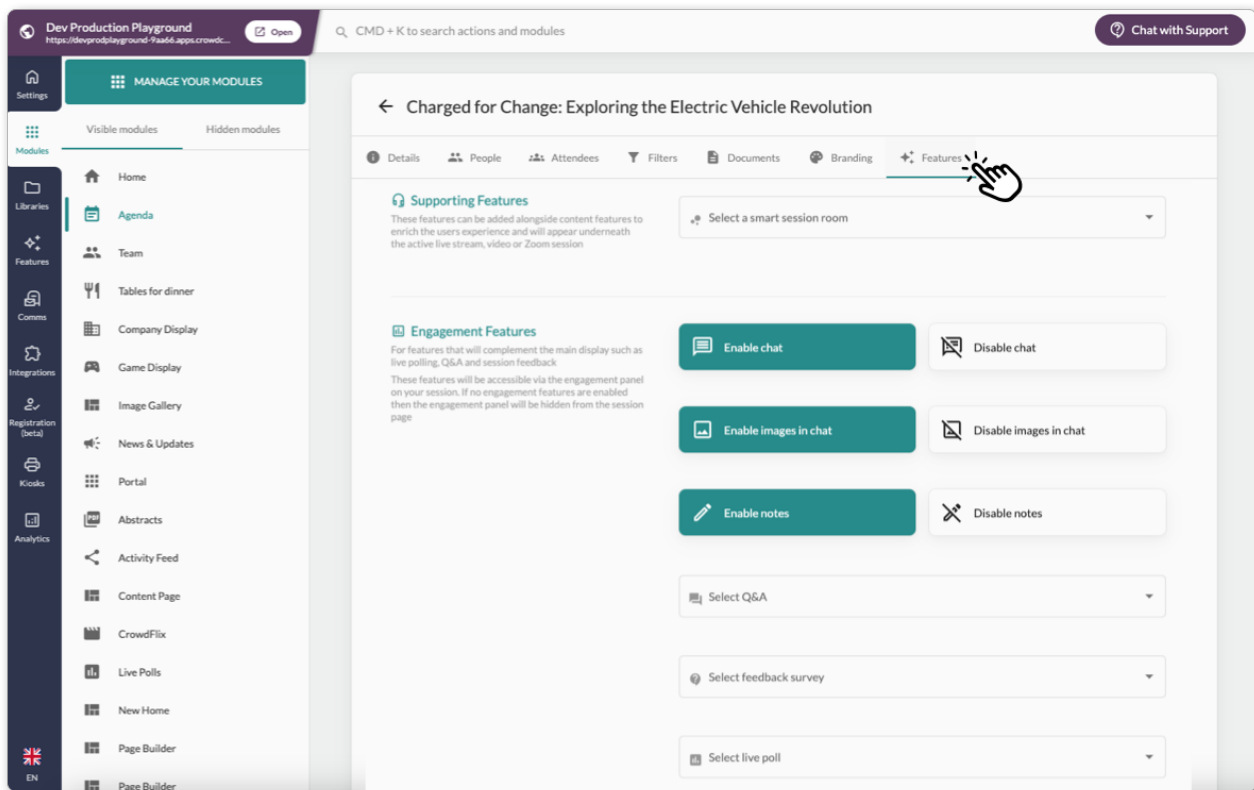
- **Attendees** – When expanding the session card, profiles of attending attendees are revealed. Clicking on a profile opens a modal showcasing their full name, company, and job title.
- **Speakers** – When expanding the session card, profiles of any associated speakers are revealed.
- **Documents** – When expanding the session card, users gain access to all documents linked to the session.
- **Features** – This displays small icons, which when hovered over, detail which interactive features are used as part of this session. For example, live streaming, polling or Q&A.
- **Location** – This displays the location to which the session is linked to. Again, the session card doesn't need to be expanded for this to display.
- **Subtitle** – This displays the session subtitle which has been entered into the CMS against this. The subtitle displays just below the session title and has a character limit of 256 characters.



If you have multiple agendas then it is possible to set different features to be visible across the different agendas.

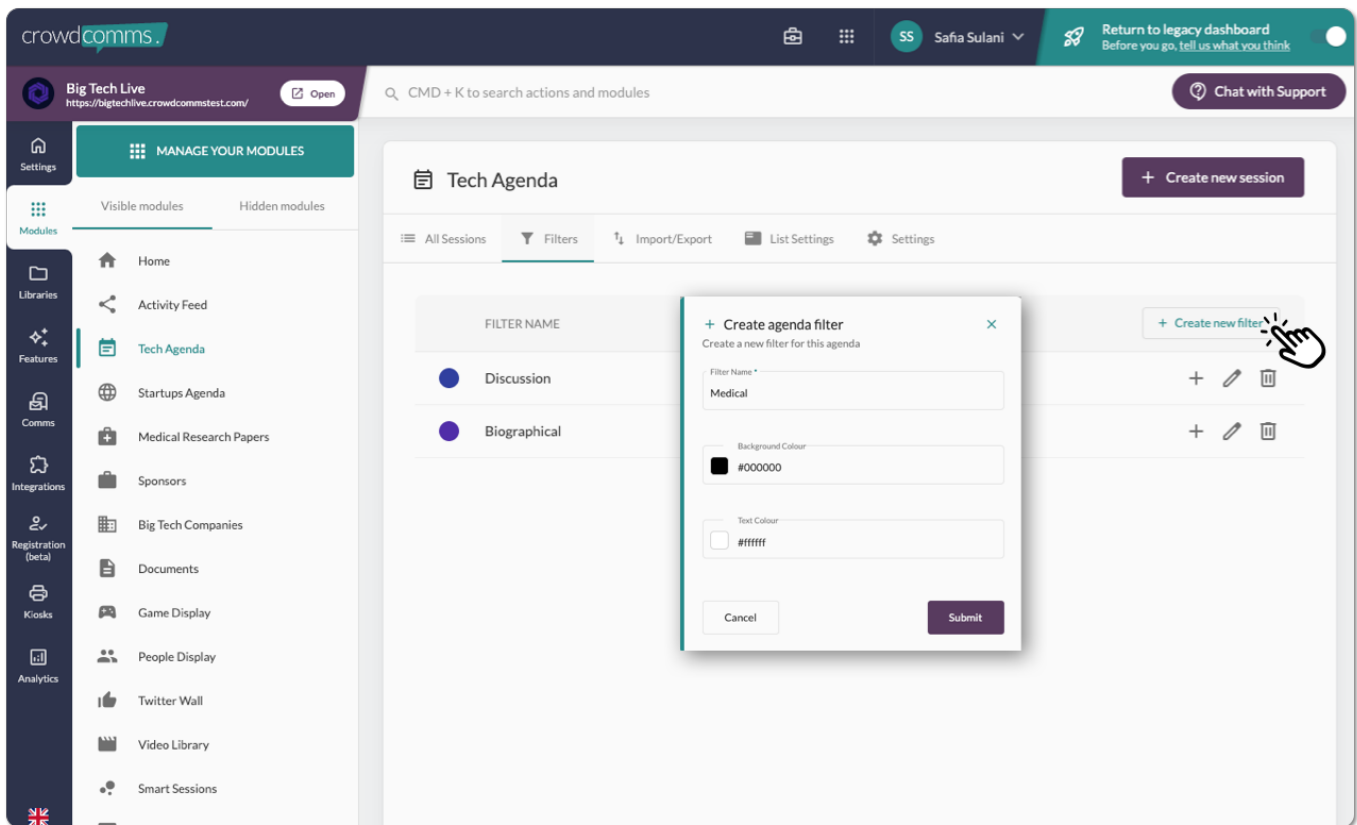
## Interactive Sessions

If your app incorporates Live Polls, Surveys, or Q&As, you can seamlessly integrate them into sessions, allowing interactive elements to be directly accessible on the Session Page. To accomplish this, navigate to the CMS, edit the desired session, and proceed to the 'Features' tab. Then, select the Survey, Q&A, or Live Poll you wish to link to the session and click Save.



## Session Filters

If your event features multiple streams or session categories, you can create various filters like 'Discussion', 'Breakouts', and 'Medical', which can be applied to a list of sessions. When navigating the agenda on the platform, users can conveniently narrow down the extensive agenda using these filters to browse more efficiently.



## Ordering of Sessions

Sessions within an agenda are primarily arranged chronologically, followed by alphabetical order based on the session title. In the case of two sessions starting simultaneously and requiring a specific sequence, consider adjusting the start time of one session by a minute or modifying its title to ensure the desired alphabetical order. Keep in mind that you can incorporate multiple agenda modules into your platform, allowing you to split up extensive agendas into more manageable sections. This not only improves organization but also enhances attendee navigation.

We hope that this overview provided you with all of the information that you need to get the most out of your event agenda. However, if at any time you require further support, please get in touch with your CrowdComms' Support Specialist or Account Manager.

---

Revision #15

Created 19 March 2019 21:26:51

Updated 9 April 2024 08:38:37