Eventact

Agenda - Create a New Agenda

To create a program, go over to the program module then click on the program.

if you have not already configured the program module you can watch the guide on setting it up.

Step 1: Configuring the Program Settings

First, we need to set the program settings.

To do that click on the gear icon on the top right then program settings.

Here you can edit the program name, program type, language, first date, number of days, start and end time of the program, default lecture duration, and Schedule resolution.

You can always go back to those settings to change them.

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Step 2: Adding Agenda Items

Now, to create the first Agenda Item click on "**Add Agenda Item**".

Here we have three main types of Agenda Items.

1. **Main activity**
2. **Sessions**
3. **Break or complementary activity**

We can either create a single lecture under (**Main activity**) - if, for example, we need to add a **Single Lecture** that is not part of a session.

or a new **Session** if we need a Session that will contain multiple Lectures.

or we can add a new activity for example a **brake** or **lunch**.

Every one of those options has different types, choose the one that fit your needs.

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Step 3: Setting up a Session

Now let's create a new regular session (a session is a sequence of lectures).

We will need to:

- select the date, starting and ending time of the session.

- select the session type.

- if you use the topics feature, choose the topic of the session.

- choose the session title.

If we need, we can add a description to the session (the description will be displayed in the program).

You can also add notes, but they are just for back-office purposes and will not be shown in the program.

Finally, you can set the session status, (cancelled status will hide the session from the program).

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Next, we can edit the session **display settings**.

We can choose that all lectures under this specific session will be displayed as one of the below options:

- start and end time

- by codes, for example, T1 T2, etc.

- without any specification.

Regarding the session display, we can choose if the session will display as one of the below options:

- starting and end time

- only the starting time

- displaying nothing regarding times.

Then finally if we need, we can add the **Chairperson** and or the **Sponsor** of the session.

After finishing don't forget to **save it**.

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Step 4: Adding a Lecture to a Session

Now, to create a new lecture under the session we have just created click on **+Add Lecture** under the session.

Now we have two options:

- Adding a Lecture from pre-existing Lecture that has been Submitted or Reviewed

- Create a new Lecture from scratch

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