

Agenda Activity / Break

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Agenda Activity / Break is virtually the same as setting up Functions or Sessions. The following fields are available to configure:

- **Name** - the name of the activity/break.
- **Date** - the date of the activity/break.
- **Start and End Time** - the start and end times for the activity/break.
- **Overview** - a brief description of the activity/break.
- **Details** - a more detailed description of the activity/break.
- **Expected Attendees** - an optional field where you can enter an estimated number of attendees.
- **Track** - you can assign a track number from 1-99 if the activity or break is specific to a track.
- **Options:**
 - Do not Publish to Attendee App
 - Do not Publish to OnAIR
 - Do not Publish to Event Websites and Portals
 - Do not Publish in My Agenda
 - Allow attendees to indicate attendance
- **Location** - select the location as was defined elsewhere in EventsAir. [Click here](#) for more information.
- **Room Setup** - this field can accept information about seating, podium, and other room layout options.
- **Food & Beverage** - enter any planned food & beverage here.
- **Agenda Color** - lets you define text color and background colors viewed on the agenda.
- **Bold Checkbox** - checking this box will bold the title of the agenda item.
- **Comment** - strictly for organizer use, it is not published anywhere.

A/V Tab

Once you create some A/V items under Setup, Functions, Audio Visual, the A/V Tab becomes available here. A/V items can be assigned to this specific activity/break from this tab.

These A/V items are then associated with the specified activity/break and will become available on Run Sheets.

Sponsors Tab

You can select a sponsor for the activity/break from your pre-set sponsor list here.

Access Control Tab

You can enable access control here. You can also select a group to track, and add a message to appear when access is denied.
