

# Agenda Information

Last Modified on 11/30/2022 11:12 am EST

This option lets you add general agenda items like separator sections, sub sections or other elements needed to better format and organize your agenda.

- **Name** - the name of the information item.
  - **Date** - the date of the information item.
  - **Start and End Time** - the start and end times for the information item.
  - **Overview** - a brief description of the information item.
  - **Details** - a more detailed description of the information item.
  - **Track** - you can assign a track number from 1-99 if the information item 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    - Do not Publish to Attendee App
    - Do not Publish to OnAIR
    - Do not Publish to Event Websites and Portals
    - Do not Publish in My Agenda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
  - **Agenda Color** - lets you define text color and background color viewed on the agenda.
  - **Bold Checkbox** - checking this box will bold the title of the agenda item.
  - **Comment** - strictly for organizer use, this is not published anywhere.
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