Creating an Agenda

In EventsAir, you can create a detailed Agenda with general sessions, break-out sessions, functions, activities and general information. Once you finish creating the Agenda, you can publish it in numerous places, including the event's website, Merge Docs and the Attendee Mobile App. When you make changes to the Agenda, they update instantly in the published locations.

A powerful drag and drop technology is in place to make building, editing and managing your agenda straightforward and easy to manage.

> **What is this Lock/Unlock Symbol next to the New Item button?** If you are seeing this, then your user login has Administrator rights, or has explicitly been given permission to lock some areas of EventsAir. Once locked, other users cannot create new items in the Agenda (unless they have been given the same permissions). This can help stop inexperienced users making unwanted changes in your carefully-configured Agenda.

Types of Agenda Items

- **Headings** - used to create bold headings on top of a column, and multiple columns when you are running concurrent sessions or tracks. You can click on each heading and edit the heading details, including renaming of tracks if needed.
- **Functions** - exactly the same as the function item setup in the Functions module. This section lets you define a function, function group, date and time, location, and other details as needed.
- **Sessions** - exactly the same as the session setup page in the Speakers Panel, this lets you define all session details such as date and time, location, room setup, AV requirements, chairpersons, reviewers, and other details as needed.
- **Activity/Breaks** - used to create Activity and Break information for the agenda, including name, date and time, location, setup details, food and beverage details, and AV requirements.
- **Information** - used to provide additional information to be displayed on the agenda as required.

Additional Information

- Adding Agenda Items
- Agenda Builder
- Agenda Heading
- Agenda Function
- Agenda Session
- Agenda Activity / Break
- Agenda Information