



All Collections > Symphony > Symphony - Creating a Symphony Meeting

# Symphony - Creating a Symphony Meeting

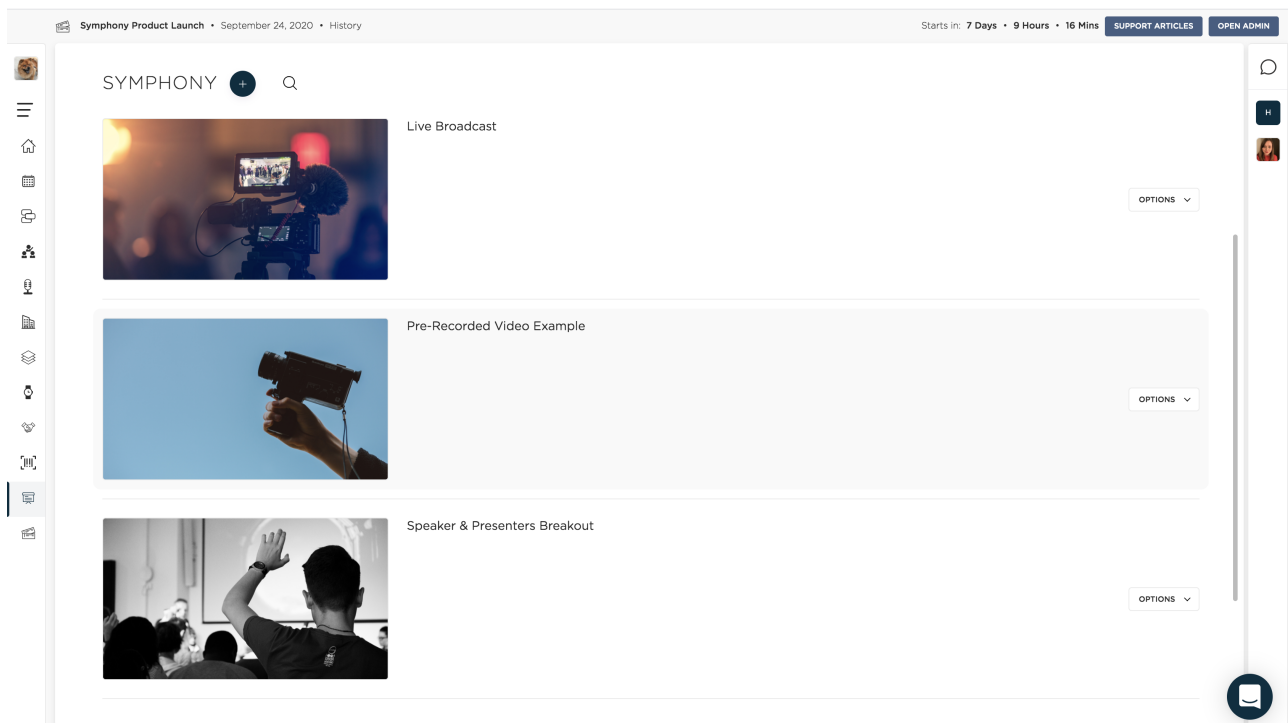
An overview of the different formats of a meeting within Symphony



Written by Michael Buckley  
Updated over a week ago

## Symphony Menu Item

The Symphony menu item is only available to event admins to build their Symphony meetings that will be assigned to Schedule Items. While Symphony Meetings can be managed through the Admin website, the best Symphony creation/editing experience is in your event website.



## Creating the Symphony Meeting

From your event website (not the Admin), click **Symphony (Admin Only)** from the menu, then select the big "+" icon to begin building your Symphony Meeting.

# SYMPHONY



### New Symphony Meeting

NEW SYMPHONY



 **UPLOAD IMAGE**

 **SELECT FROM UNSPLASH**

 **CLEAR**

**TITLE\***

Enter something

**HOST\***

Seth Callaway



**FEATURES**

**Screen Share**  
Allow hosts and participants to share their screen within the Symphony  
Only available when audio & video is enabled

**Participant List**  
Displays hosts and participants in the Symphony

**Messaging**  
Send photos, GIFs, and text within the Symphony

**Ask a Question**  
Participants can submit and upvote questions

**Notes**  
Capture and save notes which are saved to your profile

## Name

NAME\*

Enter text

This will be the name of the Symphony meeting displayed within your Schedule

## Presenter & Participant Audio/Video

### CO-HOSTS

Add additional co-hosts that will have the ability to administer the Symphony



### MODERATORS

Moderators will have full control over the Symphony but will not be visible to attendees or listed in the Participants list.



### AUDIO & VIDEO

Up to 15 total people with concurrent audio & video.



### ADD CONTENT

Upload a PDF, video or embed HTML code to present to participants



CANCEL

SAVE SYMPHONY

You may toggle on/off the ability to view Presenter and Participant audio/video. If you are using the native audio/video of Cadence vs. streaming into Symphony, there is an unlimited number of attendees who can join the Symphony, but **only 15 participants can have audio/video on at one time**. The host/co-host/moderator can promote and demote anyone to have audio and video during the duration of the Symphony.

## Multiple Presenters

Enable Co-Hosts



Search people

Search by: Name, Email, Company, Job Role

Seth Callaway ×

Michael Buckley ×

Sarah Shaddock ×

If you'd like to add multiple presenters that may all present and control the Symphony meeting. This looks through all attendees of the event, including Speakers that have been added as Attendees.

## Pre-Loading Content

Add PDF Presentation or Embedded HTML



PDF

Embedded HTML

UPLOAD PDF PRESENTATION\*



Click to Select or Drag & Drop Files Here

.pdf

You may pre-load any PDF, Video or Embedded HTML (generally for embedding a livestream or video from a service like YouTube or Vimeo).

RESOLUTION TYPE\*

Make a selection



4:3

16:9

For PDF materials, you'll be able to select whether you'd like the aspect ratio to be 16:9 or 4:3.

## Image for Symphony

PREVIEW IMAGE



UPLOAD IMAGE



SELECT FROM UNSPLASH



CLEAR

You may upload your own image or select from Unsplash by entering a keyword to search by.

 **Select from Unsplash**

SEARCH

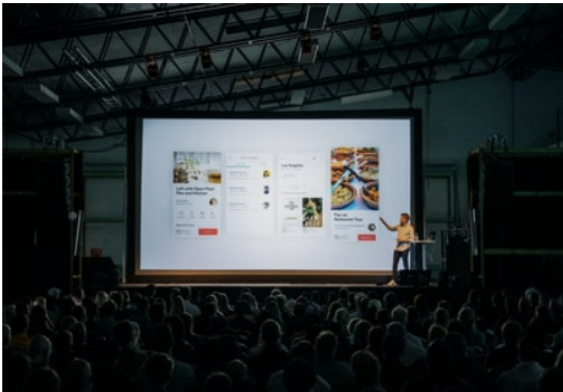
Keynote



[charlesdeluvio](#)



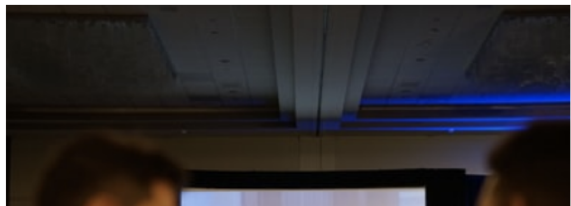
[charlesdeluvio](#)



[xteemu](#)



[davidgrdm](#)





dauidardm



productschool

**Cancel** Crop Image >

## Adding the Symphony to a Schedule Item

Once your Symphony Meeting is created, copy its URL and apply to your Online Meeting URL field in the related Schedule Item.

Did this answer your question?

