Using the Kaltura Studio room during a DIY live webcast - Best practices for Moderators and Speakers

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This article is intended for those designated as a moderator or speaker of a DIY live webcast session.

About

DIY live webcasts give you the ability to broadcast a high-quality live session directly from your browser via a Kaltura Studio room. Once a DIY live webcast session is created in Kaltura Virtual Events, the Kaltura Studio room is automatically created with stage ratio of a player (16:9). This gives the Studio room user the exact experience and layout that the end users will experience as they watch the player. The Kaltura Studio room is hidden from the general attendees. Moderators and speakers for this session may access the Kaltura Studio via the event site session link or via a direct private link. This way, they can begin preparing the studio ahead of the broadcast.

This article provides best practices for preparing the Kaltura Studio room ahead of a DIY live webcast session, beginning and ending a broadcast, and describes how to troubleshoot common issues and questions while using the Kaltura Studio room. Additional related Knowledge Center articles are provided at the end of this article for your reference.

Prerequisites

Before you can access and use the Kaltura Studio room, your event organizer must add a DIY live webcast session and either the event organizer must activate the Kaltura Studio room or the moderator must click the **Start Meeting** button on the session page to activate the Kaltura Studio room. The event organizer may share a direct private link to the Kaltura Studio room with moderators and speakers, but moderators and speakers can always access the Kaltura Studio via the event site session link as well.

Access the room

1. Click the event site session link or follow the private link provided by your event organizer.
2. Set your devices - When you enter a meeting room for the first time, you'll need to allow browser access, configure your devices, and optionally choose a background

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and/or enable noise reduction. This article will walk you through each step for a smooth and professional meeting experience.

3. If you are a *moderator* and the Kaltura Studio room has not been started by the event organizer, you may click the **Start Meeting** button to activate the Kaltura Studio room. If you are a *speaker*, you cannot enter until the Kaltura Studio room has been activated by the event organizer or moderator. Once the room has been activated, you may join the room either as a viewer or on stage, depending on the pre-set room mode. Please note: If you are a speaker and try to join a room that is locked, you'll be sent to a virtual waiting room. The moderator will receive notification that you're in the waiting room and will admit you to the room.

Prepare the Kaltura Studio room ahead of the broadcast

When the Kaltura Studio room is initially launched, it is done so in Preview mode, giving you the opportunity to preview the stream before going live. The yellow Preview indicator in the upper left corner of your screen is displayed. You may hover over the Preview indicator for additional information. See Preview mode for more information.

Following are some things you can do to prepare your Studio room for the broadcast:

- Build your storyboard

  Prepare your presentations effortlessly with Kaltura's Storyboard! Upload files in advance to simplify session prep. Organize, take breaks, and return to find everything where you left it. The storyboard replaces our familiar playlist and 'timeline', making life easier for hosts and moderators.

  Want to share a storyboard with your team? Make it global! To unlock the benefits of a Global Storyboard, simply reach out to your Kaltura representative and ask how to get started.

- Brand your room

  Hosts and moderators can customize their Kaltura room to fit the company's branding. Using Kaltura's branding feature, you can choose both a virtual background for the host and a background image to display behind and beyond the webcams on stage. You can also use the lower third feature to display the names of the people on stage in a larger size at the bottom of the screen, which helps highlight the brand, improves the user experience, and adds a layer of professionalism to your session

- Organize your media

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The Media Manager simplifies adding and navigating media during your session for a smoother experience. Unlike other meeting room menus organized by media type, the media manager conveniently houses all file types, allowing you to browse through your files in one place.

- Prepare the interludes

  Elevate your presentations and captivate your audience with our Interludes feature! Effortlessly create dynamic slides to welcome guests or display during breaks with our user-friendly templates and real-time countdown timer. We offer a collection of aesthetic backgrounds to choose from, or you can get creative by uploading your own visuals and creating your own text.

- Set your scenes

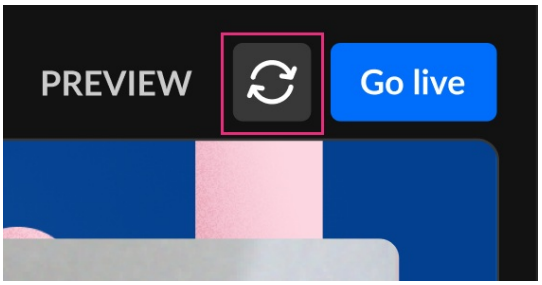
  The Scene manager feature in Kaltura is a powerful tool that allows you to create scenes with different layouts, and arrange content and participants on stage. This feature enables you to pre-create and prepare various setups in advance, reducing stress and ensuring a smooth experience during live sessions.

- Prepare interactions

  Drive engagement during the session with interactions. Moderators and event organizers can prepare polls, quiz questions, rating scales, crowd votes, and open-ended questions ahead of the broadcast via the Interactions tab of the Chat and Collaboration widget, save them as drafts, then, when ready, publish them during the session.

Reset the broadcast

Click the Reset broadcast button to restart the webcast service. This action will not affect the ongoing session.



You are asked to confirm your action.

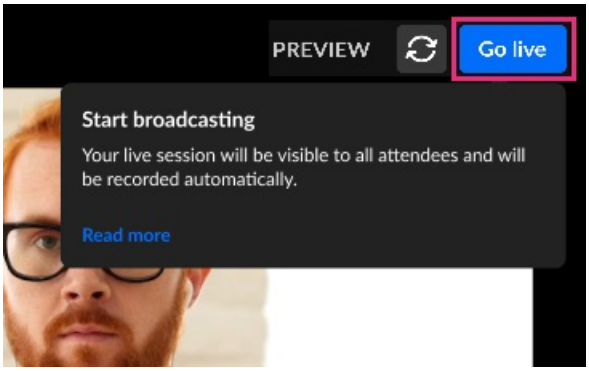
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Click **Reset** to confirm.

Begin the broadcast

Click the **Go live** button in the upper right corner of the screen.



All room participants receive a notification that broadcast has started.

In this experience, the stage is "closed" by default to ensure that users who join the studio will not interfere with the live stream. The moderator may switch stage access at any time during the session. Participants will be notified, and those on stage will remain on stage. For more information, see Stage access.

Key features of the Kaltura Studio Room

Enhanced video and collaboration tools

The Kaltura Studio Room retains and improves upon features from previous versions, offering:

- Screen sharing
- Recording
- Stage management

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- Participant management
- User permissions
- Breakout rooms
- Raise hands
- Lock the room
- Miro whiteboard

- Branding

- The Kaltura Studio Room supports branding.

- Storyboard

- The storyboard helps moderators plan and structure sessions. Available tools include:
  - Speaker notes
  - Customized reception and break screens
  - Backstage coordination during receptions and breaks
  - Scene management

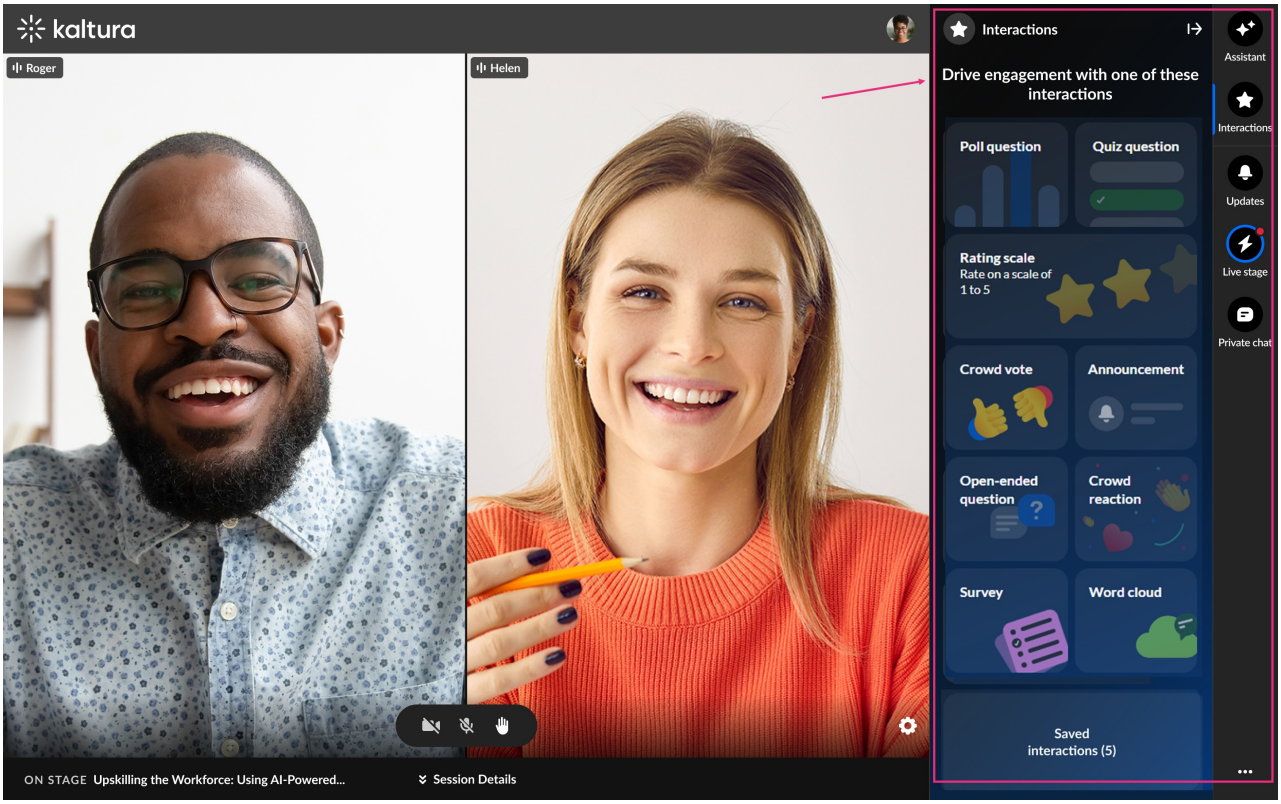
Chat and Collaboration (C&C)

The Chat and Collaboration (C&C) panel provides real-time communication and engagement tools.

- On desktop, it appears in the **right sidebar.**
- On mobile, it appears at the **bottom of the screen**.

C&C integrates chat, polls, and collaboration tools to help moderators create interactive sessions.

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Available features depend on account configuration and/or user role and may include:

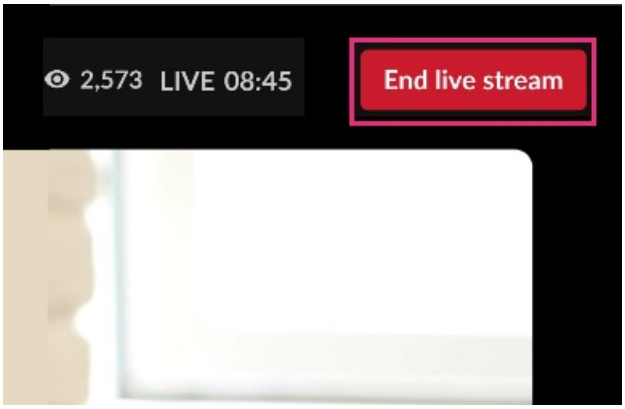
- **Assistant** - Monitor real-time engagement analytics and quickly launch interaction tools (polls, Q&A, etc.).
- **Interactions** - Create and manage live polls, quizzes, surveys, word clouds, and other audience engagement activities.
- **Updates** - Send announcements and session-wide messages to keep participants informed.
- **Live Stage** - View and manage public chat, Q&A, participant lists, and the main session feed in real time.
- **Private Chat** - Hold one-on-one direct messages with individual participants during the session.

Interested in learning more about the C&C widget? Please see Chat and Collaboration.

End the broadcast

Click the **End live stream** button in the upper right corner of your screen.

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The Studio is returned to **Preview** status.

Additional resources

Prep for your event: Best practices worksheet

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