Create a Kaltura Room and start a meeting in Content Hubs

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This article is designated for all users.

About

When creating a new Kaltura Room, you can customize your room's settings, including its name, description, schedule, and mode, to fit your needs.

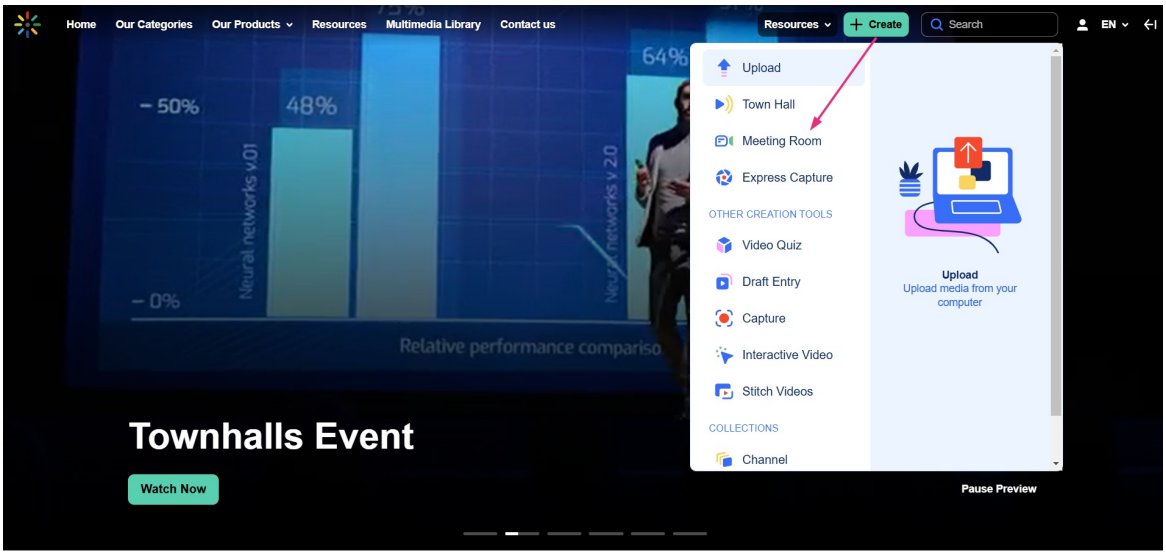
Whether for collaborative sessions or larger events, you can tailor the room to ensure an optimal experience for participants.

Kaltura Rooms are designed for internal communication. For external events, consider using Kaltura Events.

This feature requires the Meetingentry module and the Theming module to be enabled, with the 'createroom' feature set to 'Yes'.

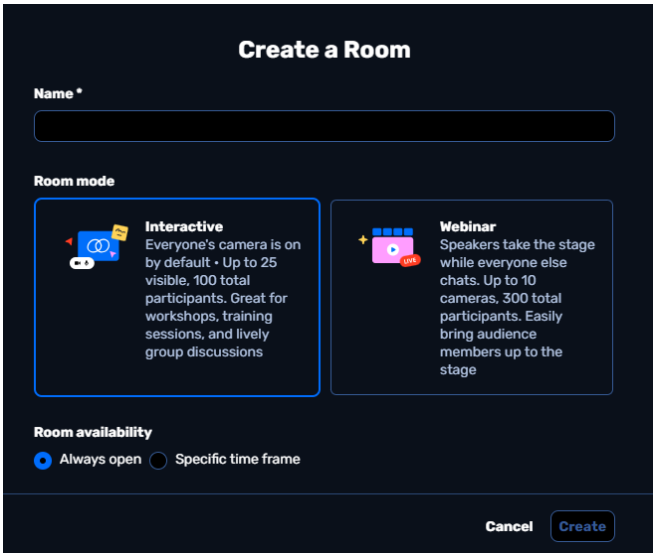
Create a room

1. Select **Meeting Room** from the **+Create** menu.

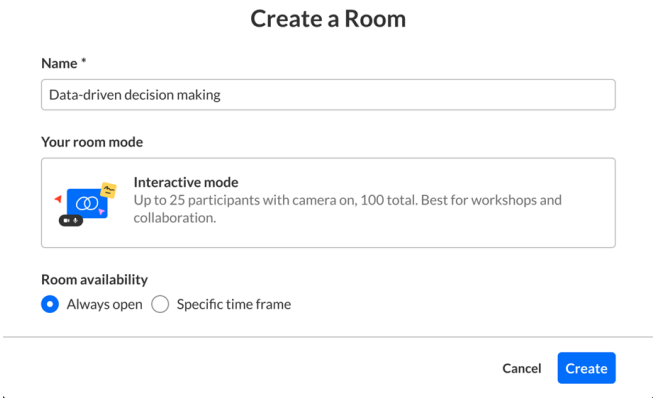


The 'Create a Room' window opens.

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If a single room has been enabled on your account you may see a different screen:



2. Complete the following fields:

- **Name** (Required) - Enter a name for your room. This will appear on the media page.

  Avoid using the **ampersand** (**&**) in the room name as it may cause the room to fail to launch. If this occurs, you may see an error message such as: *Failed to approve request OAuthSignature – Invalid signature.*

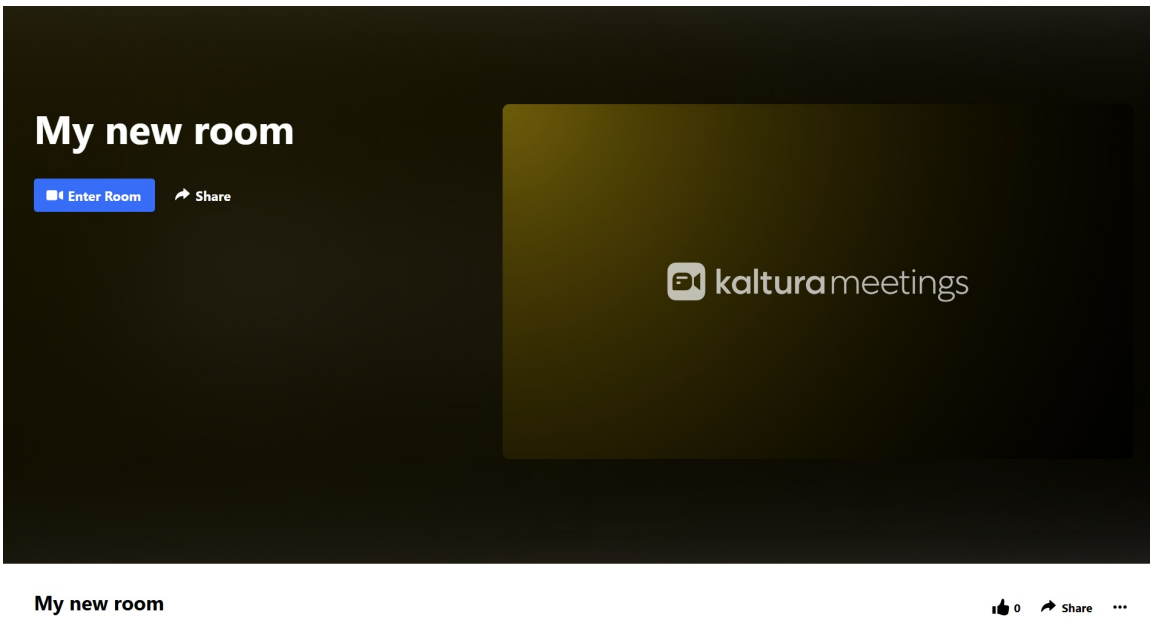
- **Room mode** - (If applicable) Select one of the room modes: **Interactive** or **Webinar**. Read more about room modes below.
- **Room availability** - Specify when the room should be open to the participants:
  - **Always**: The room will remain open once started by a moderator (non-scheduled room).
  - **Specific Time Frame:** Set a start and end time for a scheduled room. The default duration is one hour, starting at the next quarter hour (for example,

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10:50 AM opens at 11:00 AM).

3. Click **Create.**

You'll be taken to the room's entry page.



You can modify the session's settings as well as manage the chat settings for the C&C widget on the edit page. Visit our articles Edit media and Manage chat settings for the Kaltura Room for instructions.

If you're the entry owner, co-editor, or co-publisher (as set in the Collaboration tab on the edit page), you can always locate the media entry page for your meeting room in My Media or in the location where it's published.

To learn how to publish your meeting room to a channel, visit our article Publish media.

Room modes

We offer room templates designed to perfectly suit your needs, whether you're hosting an interactive meeting, a large webinar, or a customized session. Choose the ideal setup to enhance engagement and collaboration:

- **Interactive:** Supports up to 100 participants, with a maximum of 25 on stage and the remaining 75 as viewers. Each participant automatically joins the room on stage, with the ability to enable or disable their camera/microphone.

  This mode is great for a meeting, virtual class, or in general any collaborative

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session of maximum 25 live participants (it can be increased up to 50 upon request).

- **Webinar:** Accommodates up to 300 participants, with a maximum of 10 on stage and the remaining 290 as viewers. Only the room host and moderators (up to 10 of them) join the session on stage. All other participants join the session as viewers, with their camera/audio disabled. Hosts and moderators can invite viewers to stage, and viewers can then accept or reject the invitation.

  This mode works better for webinars, lectures or in general for larger events of up to 300 participants.

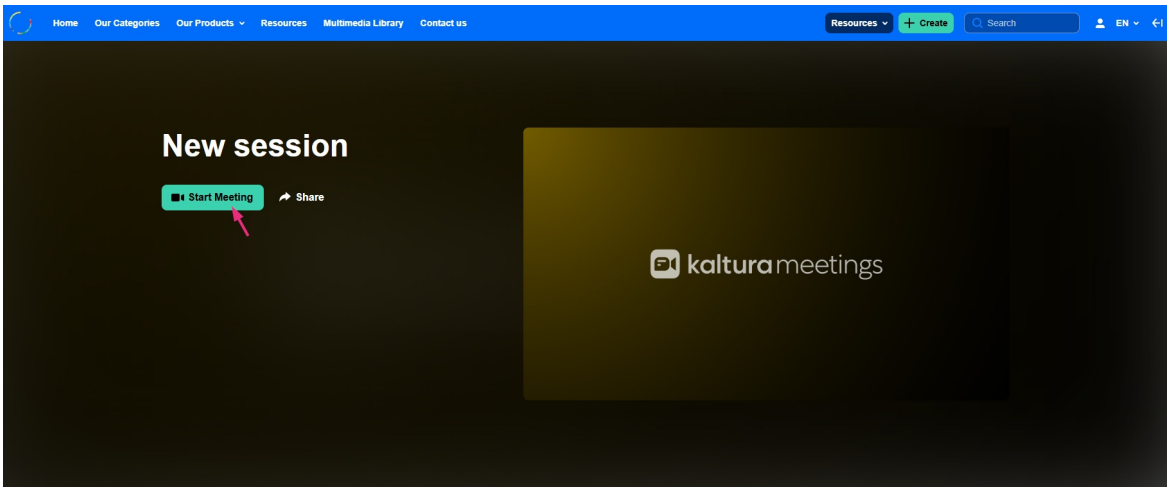
- **Custom templates** - You can also opt for a **personalized template**, allowing you to select specific Kaltura template features to include or exclude. This exclusive template, tied to your account and partner ID, ensures a tailored solution. The system will automatically apply your customized template settings each time a moderator starts a new session.

  To request a personalized template, contact your Kaltura representative.

Start a meeting

Anyone who is owner or co-editor can start a session.

1. Go to the room's media page.
2. Click the **Start Meeting** button.



If the meeting is in a channel, users who click 'Leave Session' will be redirected back to the channel.

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- If a start time was set (see above), the meeting can begin automatically. Participants can join early but will wait in the waiting room until the host or moderator arrives.
- If the room doesn't launch, check that the room name doesn't include special characters such as **semicolons** (;), as these can cause launch errors.

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