

# 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.

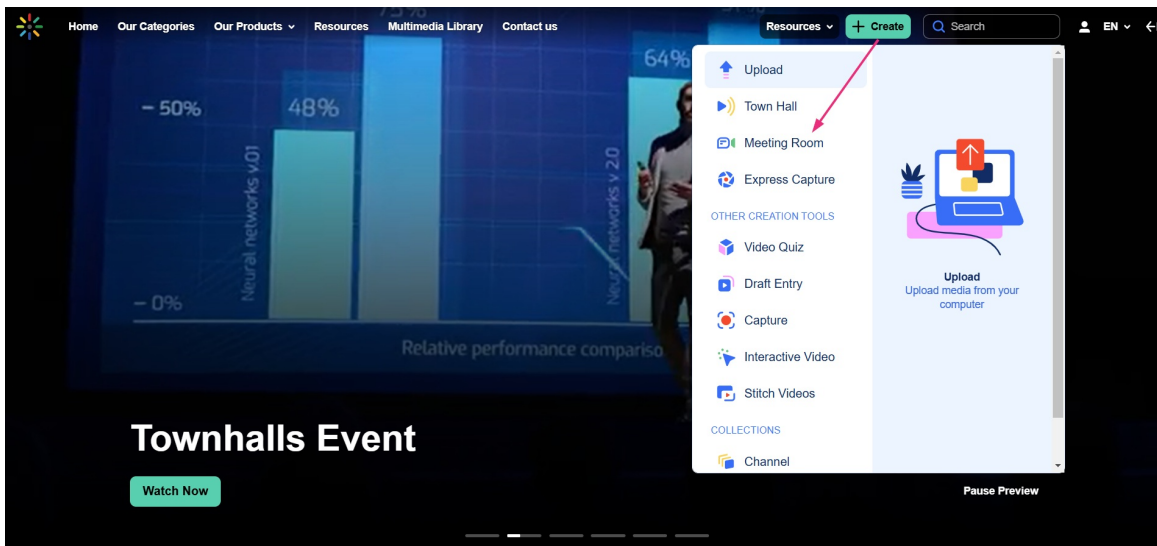
Focused use is for internal communication, not external events. For external events, consider using [Kaltura Events](#).



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.



Most popular videos




The 'Create a Room' window opens.


## Create a Room

**Name \***

**Room mode**



**Interactive**  
Everyone's camera is on by default - Up to 25 visible, 100 total participants. Great for workshops, training sessions, and lively group discussions



**Webinar**  
Speakers take the stage while everyone else chats. Up to 10 cameras, 300 total participants. Easily bring audience members up to the stage

**Room availability**

Always open  Specific time frame


[Cancel](#) [Create](#)

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

## Create a Room

**Name \***

**Your room mode**



**Interactive mode**  
Up to 25 participants with camera on, 100 total. Best for workshops and collaboration.

**Room availability**

Always open  Specific time frame

[Cancel](#) [Create](#)

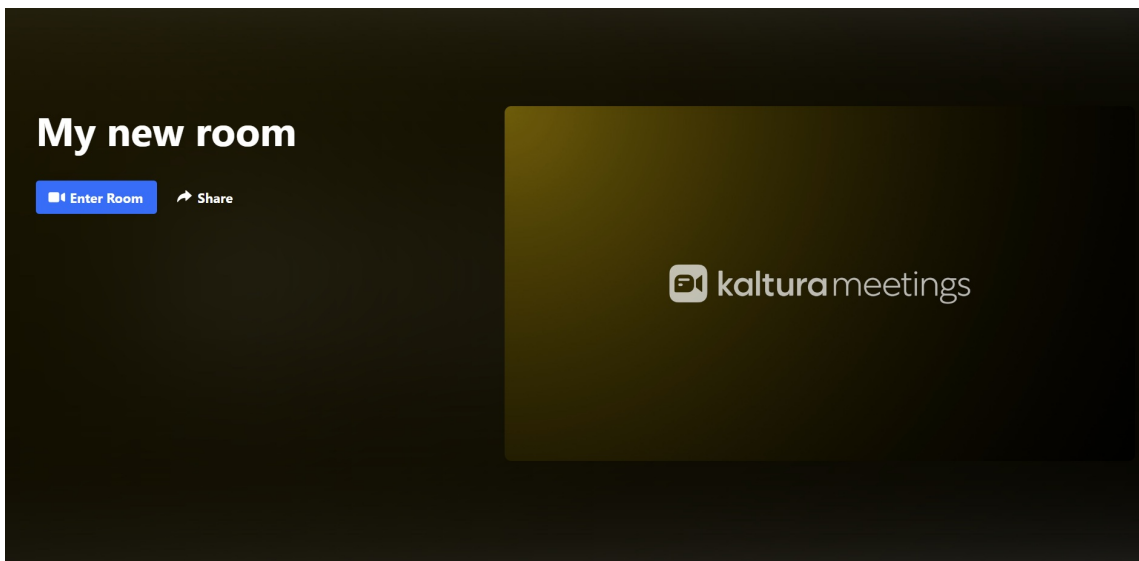
2. Complete the following fields:

- **Name** (Required) - Enter a name for your room. This will appear on the media page.
- **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, 10:50 AM opens at 11:00 AM).

### 3. Click **Create**.

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



My new room

👍 0 🔄 Share ...

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 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.

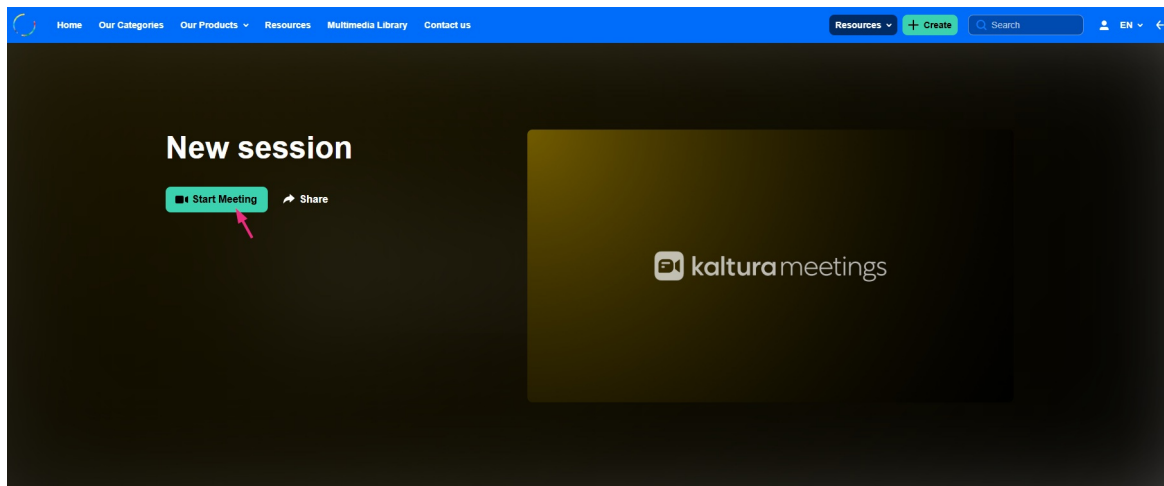
- **Custom templates** - You can also opt for a **personalized template**, allowing you to select specific Kaltura template features to include or exclude. This exclusive template, tied to your account and partner ID, ensures a tailored solution. The system will automatically apply your customized template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



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.