

Configure a channel meeting room in Content Hubs

Last Modified on 04/17/2026 6:00 pm IDT

 This article is designated for all users.

About

You can set up and manage a persistent meeting space for your channel from the **Meeting Room** page.

From this tab, you can enable the meeting room, choose how participants interact, assign moderators, and control chat and Q&A settings.



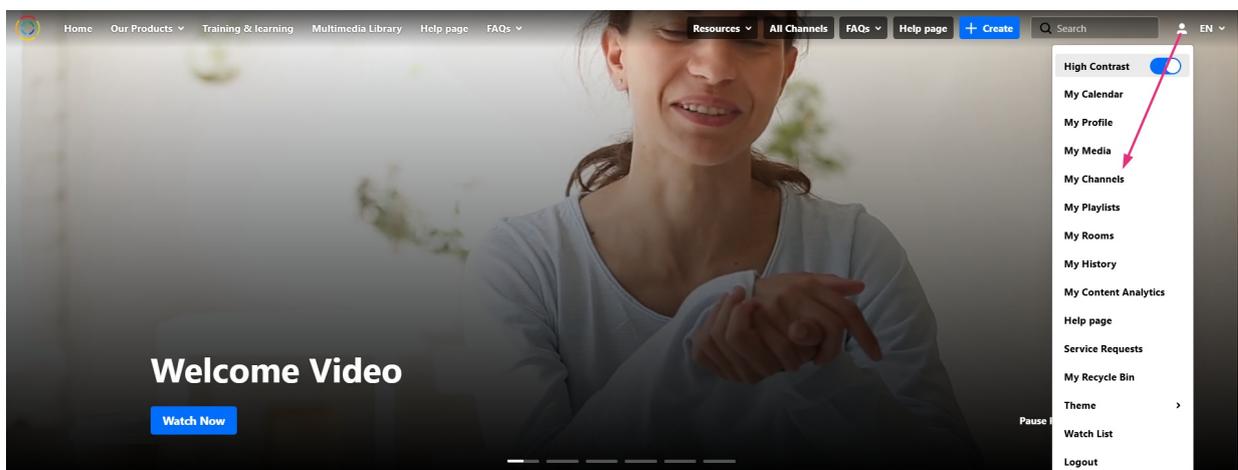
- This feature requires the [Channelthemingui module](#) and the [Theming module](#) to be enabled, with the 'channeledit' feature set to 'Yes'.
- The **Meeting Room** tab appears only if it's enabled by your admin and is available for supported channels.

Who can use this

- Channel owners
- Channel managers

Access the Meeting Room page

1. From the user menu, select **My Channels**.



The 'My Channels' page displays.

Channels

Search for channels Membership: 1 Types: All Sort By [+ Create channel](#)



Training channel
3 Members • 0 Subscribers
[Go to channel](#)



Shared repository
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)

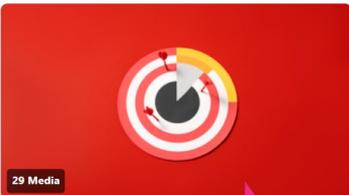


Enterprise solutions
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)

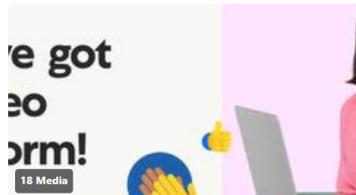
2. Find the channel you want and either click **Go to channel** button or the media thumbnail.

Channels

Search for channels Membership: 1 Types: All Sort By [+ Create channel](#)



Training channel
3 Members • 0 Subscribers
[Go to channel](#)



Shared repository
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)



Enterprise solutions
1 Member • 0 Subscribers
[Go to channel](#) [Subscribe](#)

The channel page opens.

Home Our Products Training & learning Multimedia Library Help page FAQs Resources All Channels FAQs Help page [+ Create](#) Search EN

Training channel

This is a description

[Start Meeting](#)

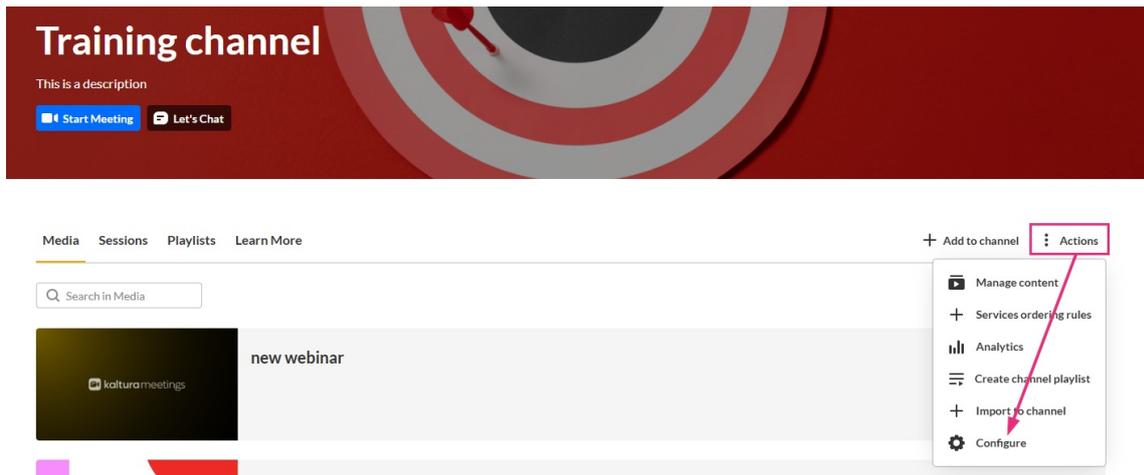
[+ Add to channel](#) [Actions](#)

Media Sessions Playlists Learn More

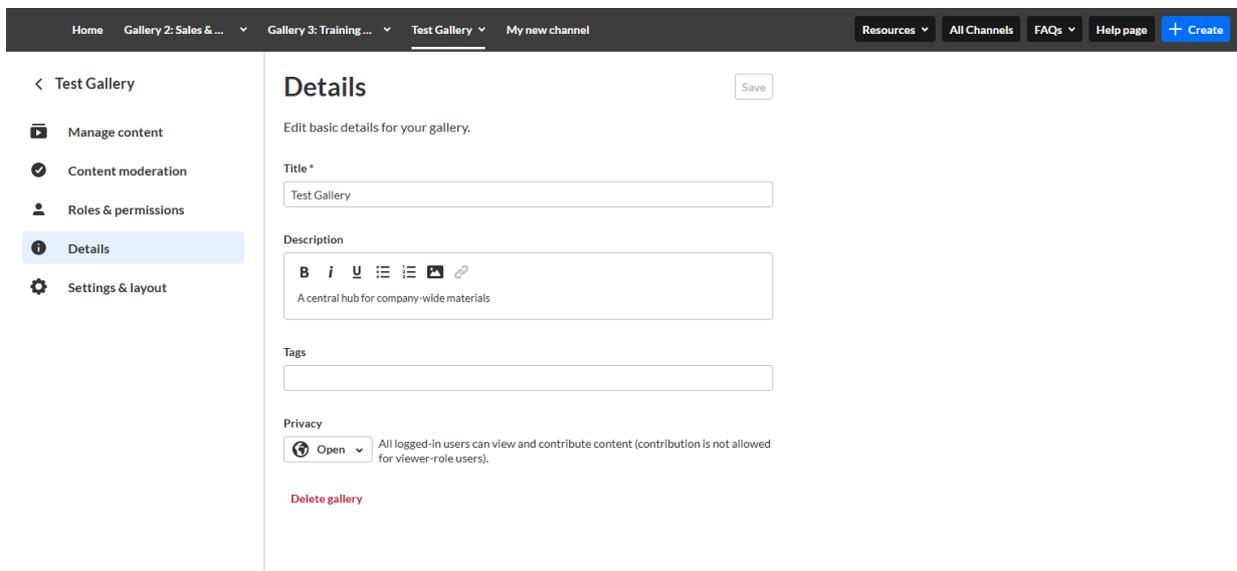
Search in Media [Filters](#)

Test room

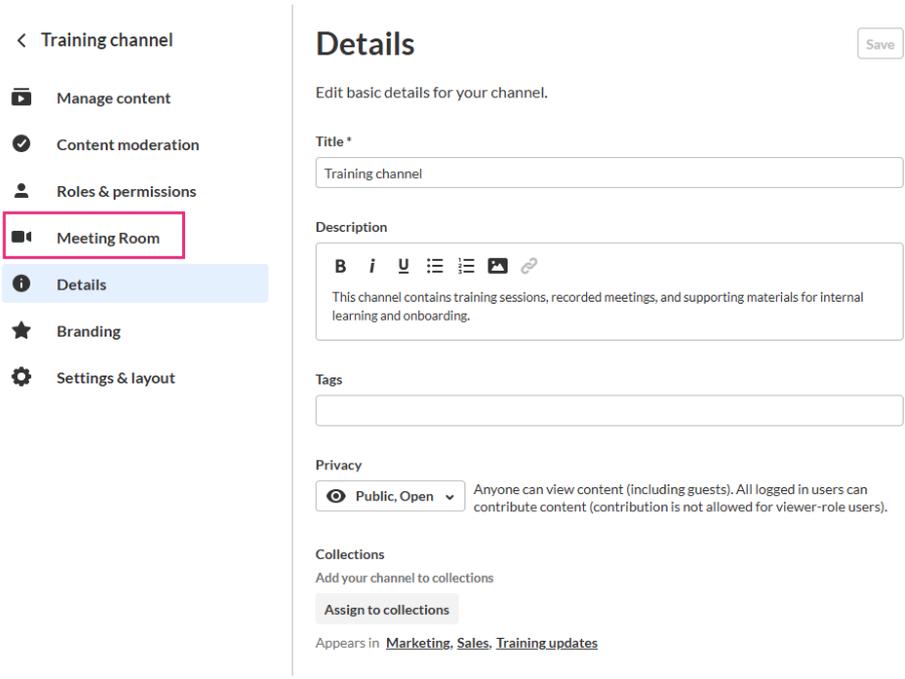
3. At the far right, click the **Actions** menu and select **Configure**.



The configure page opens on the **Details** tab by default with a left-hand navigation.

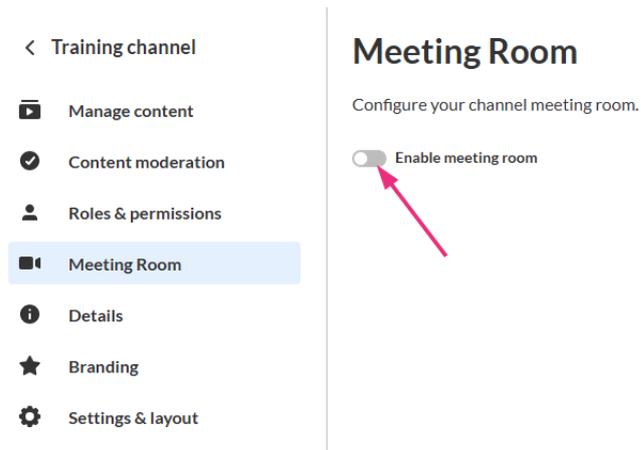


4. In the left navigation panel, click **Meeting Room**.



The 'Meeting Room' page opens.

5. Click the toggle to enable the meeting room.



After enabling the meeting room, the room settings display.

- < Training channel
- Manage content
- Content moderation
- Roles & permissions
- Meeting Room**
- Details
- Branding
- Settings & layout

Meeting Room Save

Configure your channel meeting room.

Enable meeting room

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 Moderators
Select users that are allowed to moderate the room, manage room content, start and end recording, and have access to the backchannel.

Add room moderators

Chat Moderators
Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

Add chat moderators

Enable Q&A
Enable 1:1 chat with a moderator for users accessing the room.

According to site default

Group Chat
Enable the group chat for users that browse within the room.

Configure your room as desired, then click **Save** at the top right.

Configure your room

Choose a room mode

Use **Room mode** to define how participants join and interact in the room.

 Available options depend on your site configuration.

- **Interactive** – everyone can join the stage
- **Webinar** – assigned presenters join the stage; all others join as viewers

Room mode

 <p>Interactive Everyone's camera is on by default • Up to 25 visible, 100 total participants. Great for workshops, training sessions, and lively group discussions</p>	 <p>Webinar Speakers take the stage while everyone else chats. Up to 10 cameras, 300 total participants. Easily bring audience members up to the stage</p>
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Assign room moderators

Room moderators manage the meeting room and control the session.

Room moderators can:

- Launch the room
- Moderate participants
- Manage room content
- Start and end recordings
- Access the backchannel

To assign room moderators:

1. In the **Room moderators** field, start typing a user or group name.
2. Select the user or group from the list.

Room Moderators

Select users that are allowed to moderate the room, manage room content, start and end recording, and have access to the backchannel.

 ✕ Add room moderators 

3. Repeat to add additional moderators.



Good to know

- Channel managers are automatically added as room moderators.
- Channel members can join the room when it's open.
- When you assign a group, all current and future members of that group receive moderator permissions when they join the room. If group membership changes, access updates automatically, but the user may need to log out and log back in for the changes to take effect.

- After you select a group, its name appears in the Room moderators field. Individual users in that group aren't listed.

Assign chat moderators

Chat moderators manage chat and interaction features during the meeting.

Chat moderators can:

- Moderate chat messages
- Reply to Q&A
- Launch polls and interactions
- Access the backchannel

To assign chat moderators:

1. In the Chat moderators field, start typing a user or group name.
2. Select the user or group from the list.

Chat Moderators

Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.



3. Repeat to add additional chat moderators.

Enable Q&A

Use **Enable Q&A** to control whether participants can start one-to-one Q&A chats with a moderator during the meeting.

Select one of the following options:

- **According to site default** - Uses the Q&A setting defined by your administrator.
- **On** - Enables one-to-one Q&A chat between participants and moderators.
- **Off** - Disables Q&A chat for participants.

Enable Q&A

Enable 1:1 chat with a moderator for users accessing the room.



Group chat

Use **Group Chat** to control whether participants can send messages in a shared chat during the meeting. When group chat is enabled, messages are visible to everyone in the meeting.

Select one of the following options:

- **According to site default** – Uses the group chat setting defined by your administrator.
- **On** – Enables a shared group chat for all participants in the room.
- **Off** – Disables group chat for participants.

Group Chat

Enable the group chat for users that browse within the room.

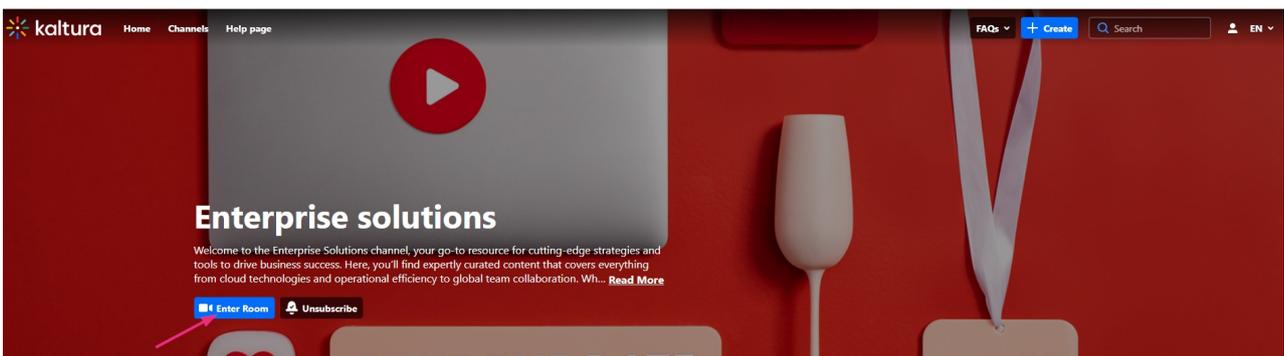
According to site default ▾



For public or subscriber-only channels, consider disabling group chat to prevent unwanted posts.

Enter the room

Click the **Enter Room** button on the main channel page to launch or join the room.



For information about Kaltura Rooms, visit our article [Introduction to the Kaltura Room](#).



The room remains available as long as it's enabled - no need to recreate it for each meeting.
