

Configure a channel meeting room - Theming

Last Modified on 02/06/2026 11:26 pm IST

 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.

The Meeting Room tab appears only if it's enabled by your admin and is available for supported channels.



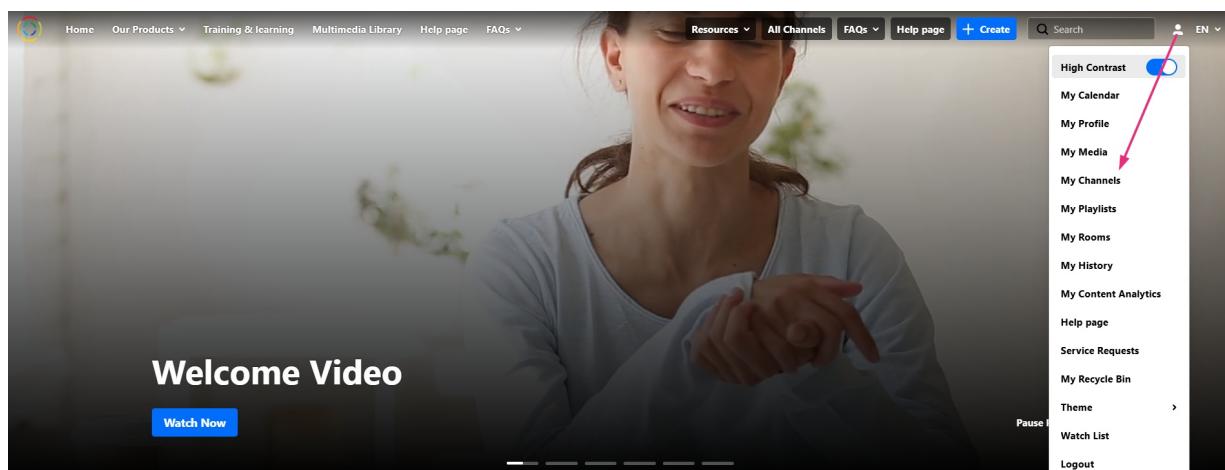
The instructions below are for **Theming** users. If you don't have Theming enabled, visit our article [Create a Kaltura Room within a channel](#).

Who can use this

- Channel owners
- Channel managers

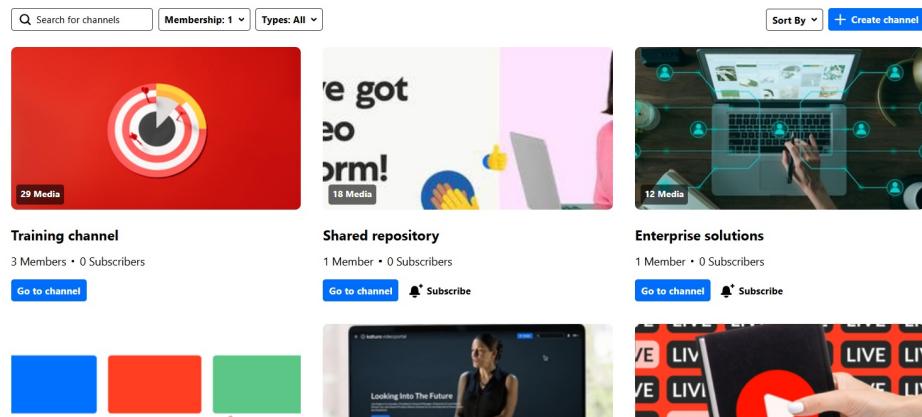
Access the Meeting Room page

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



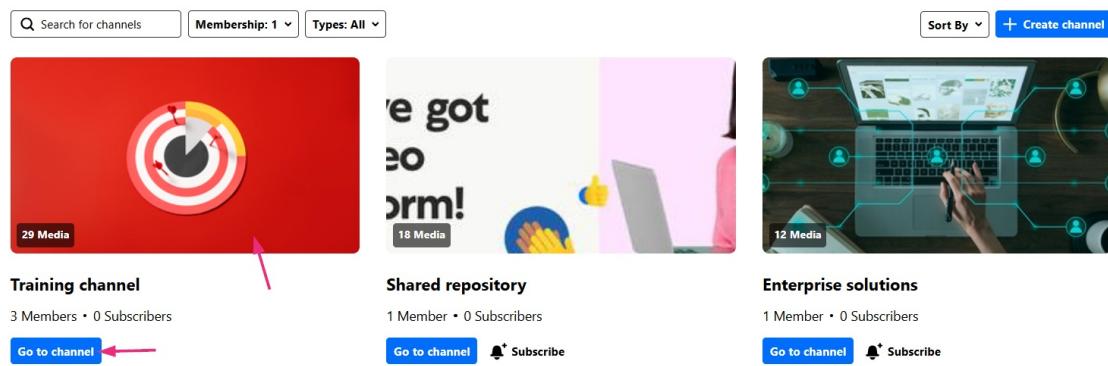
The **My Channels** page displays.

Channels

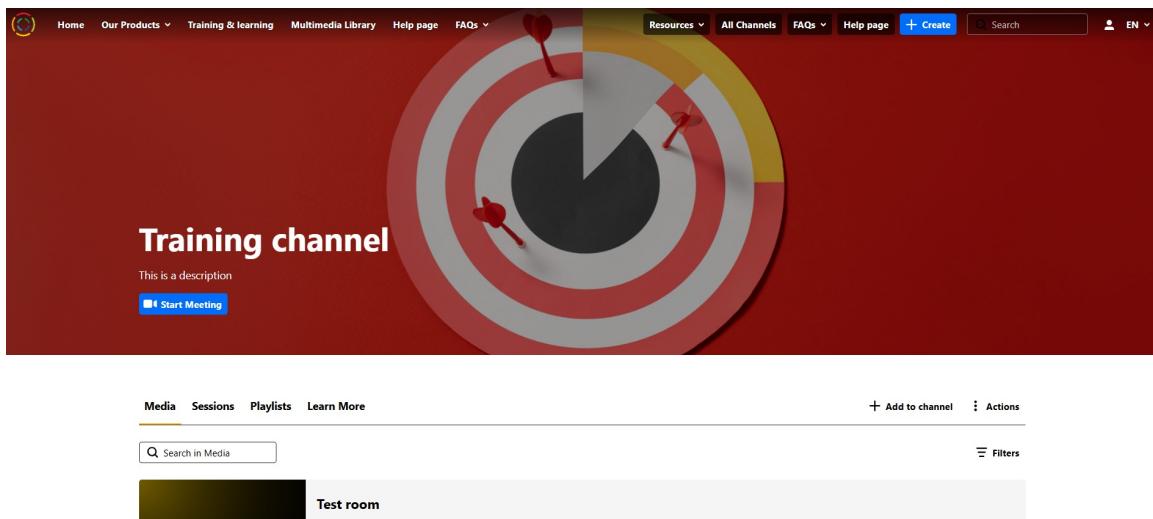


- Find the channel you want to edit and either click **Go to channel** button or the media thumbnail.

Channels



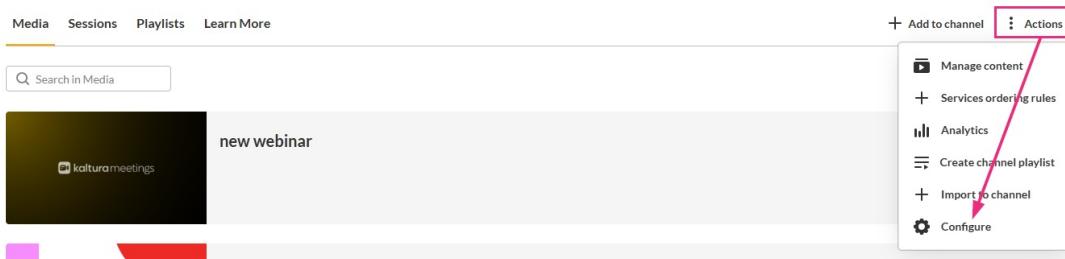
The channel page opens.



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



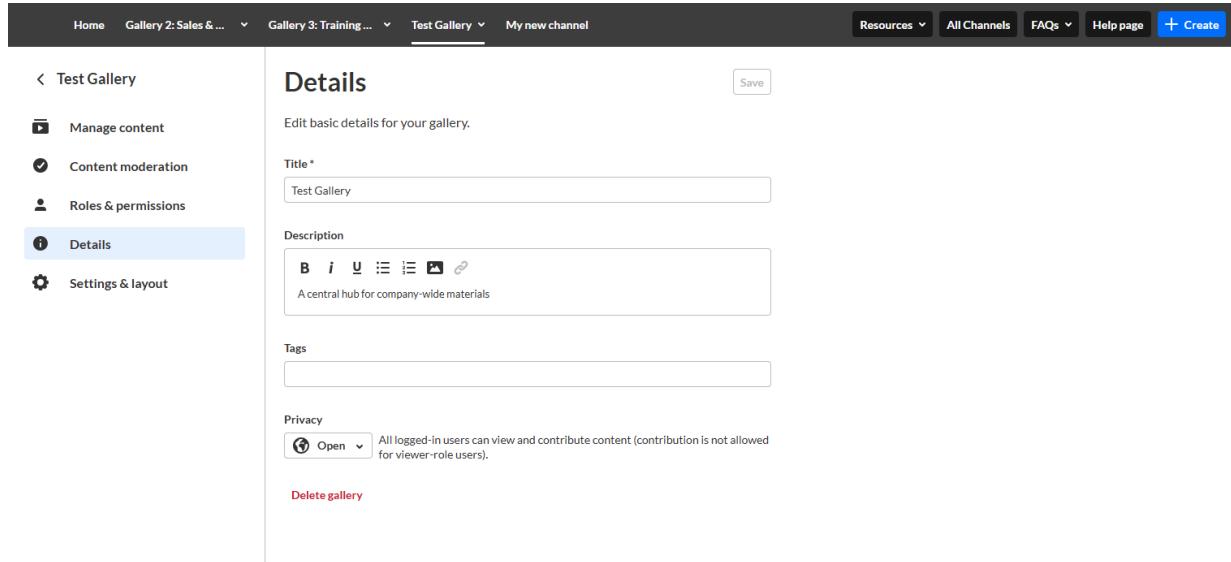
You must enable the Channel Theming UI module for 'Configure' to appear in the Actions menu.



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



The screenshot below shows an example of the configure page. If 'channeledit' is set to 'Yes' in the Theming module, the page will appear as shown. If it is set to 'No', the page will look different.



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

- [← Training channel](#)
- [Manage content](#)
- [Content moderation](#)
- [Roles & permissions](#)
- Meeting Room**
- Details**
- [Branding](#)
- [Settings & layout](#)

Details

[Save](#)

Edit basic details for your channel.

Title *

Description

B **i** **U** **≡** **☰** 

This channel contains training sessions, recorded meetings, and supporting materials for internal learning and onboarding.

Tags

Privacy

 **Public, Open**  Anyone can view content (including guests). All logged in users can contribute content (contribution is not allowed for viewer-role users).

Collections

Add your channel to collections

[Assign to collections](#)

Appears in [Marketing](#), [Sales](#), [Training updates](#)

The 'Meeting Room' page opens.

5. Click the toggle to enable the meeting room.

- [← Training channel](#)
- [Manage content](#)
- [Content moderation](#)
- [Roles & permissions](#)
- Meeting Room**
- Details**
- [Branding](#)
- [Settings & layout](#)

Meeting Room

Configure your channel meeting room.

 **Enable meeting room**



After enabling the meeting room, the 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

A blue rounded rectangle icon containing a video camera and a speech bubble with a checkmark, labeled "Interactive".

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

A white rounded rectangle icon containing a video camera and a speech bubble with a "LIVE" tag, labeled "Webinar".

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

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, start typing a user's name in the field and press 'enter' to add the user.

Room Moderators

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

e0be464cf59cd2dc4524...  Add room moderators 



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.

Assign chat moderators

Chat moderators manage chat and interaction features during the meeting.

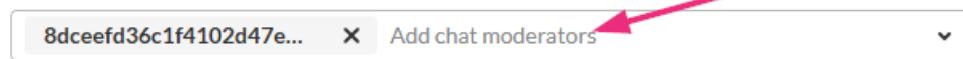
Chat moderators can:

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

To assign chat moderators, start typing a user's name in the field and press 'enter' to add the user.

Chat Moderators

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



8dceef36c1f4102d47e... X Add chat moderators ▼

Repeat to add additional chat moderators.

Enable Q&A

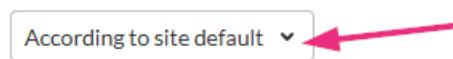
Use **Enable Q&A** to control whether participants can start one-to-one Q&A chats with a moderator during the meeting.

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.



According to site default ▼

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.

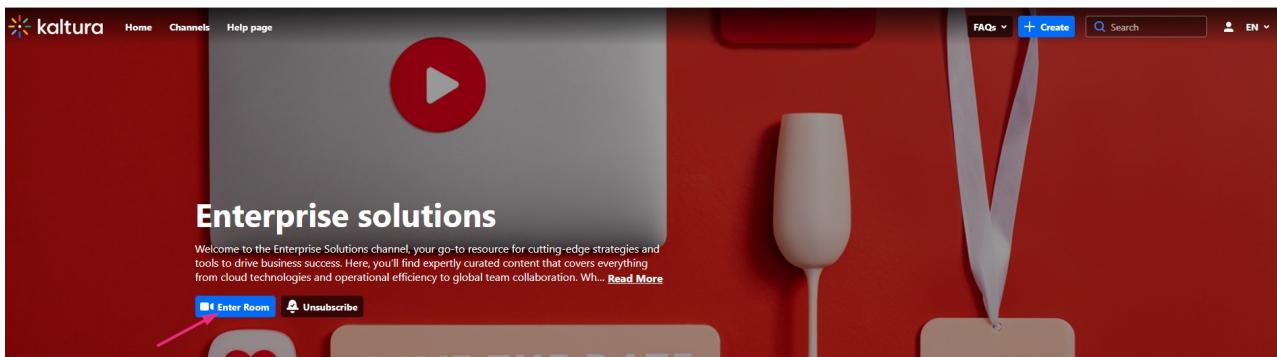
According to site default ▾



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.