

# Create reception and break screens in the Kaltura Room in Events

Last Modified on 04/03/2026 2:15 pm IDT

 This article is designated for moderators

## About

You can create welcome and break screens in your Kaltura Room using the **Interludes** option in the storyboard.

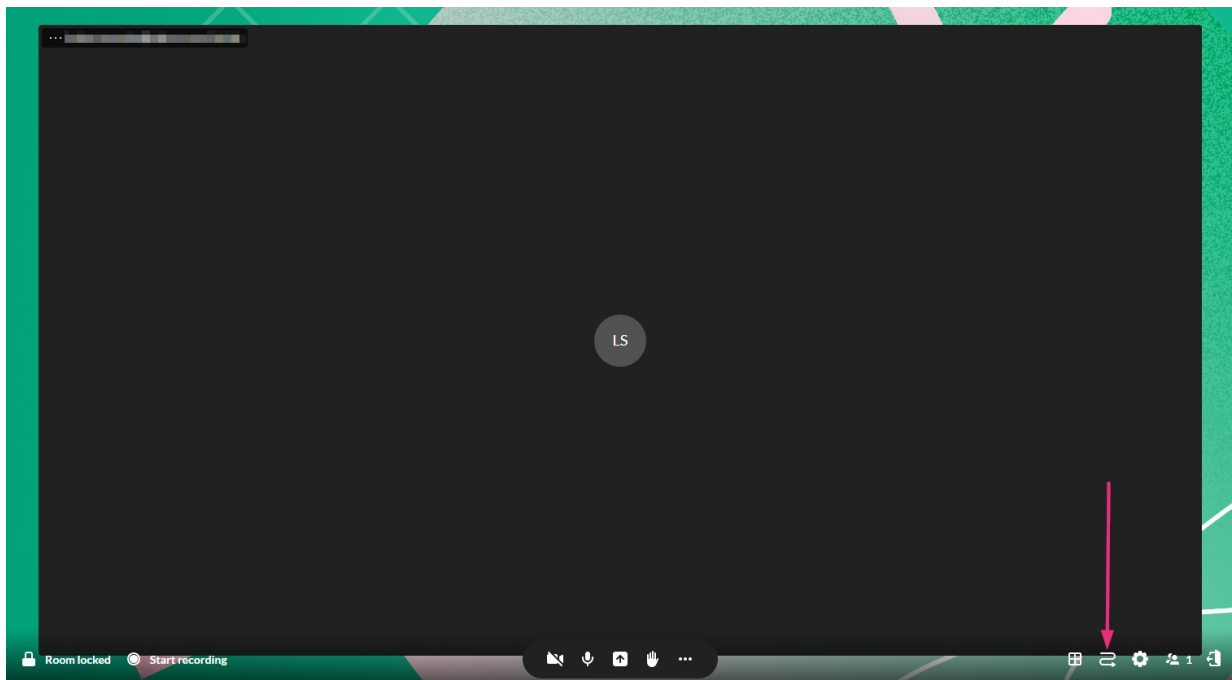
'Interludes' allow you to display a screen while participants are joining the room or when you pause the session for a break. These screens can include background images or videos, text, and an optional countdown timer.

Two types of interludes are available:

- **Reception** - Displays a welcome screen while participants join the room.
- **Break** - Displays a break screen with an optional countdown timer showing when the session will resume.

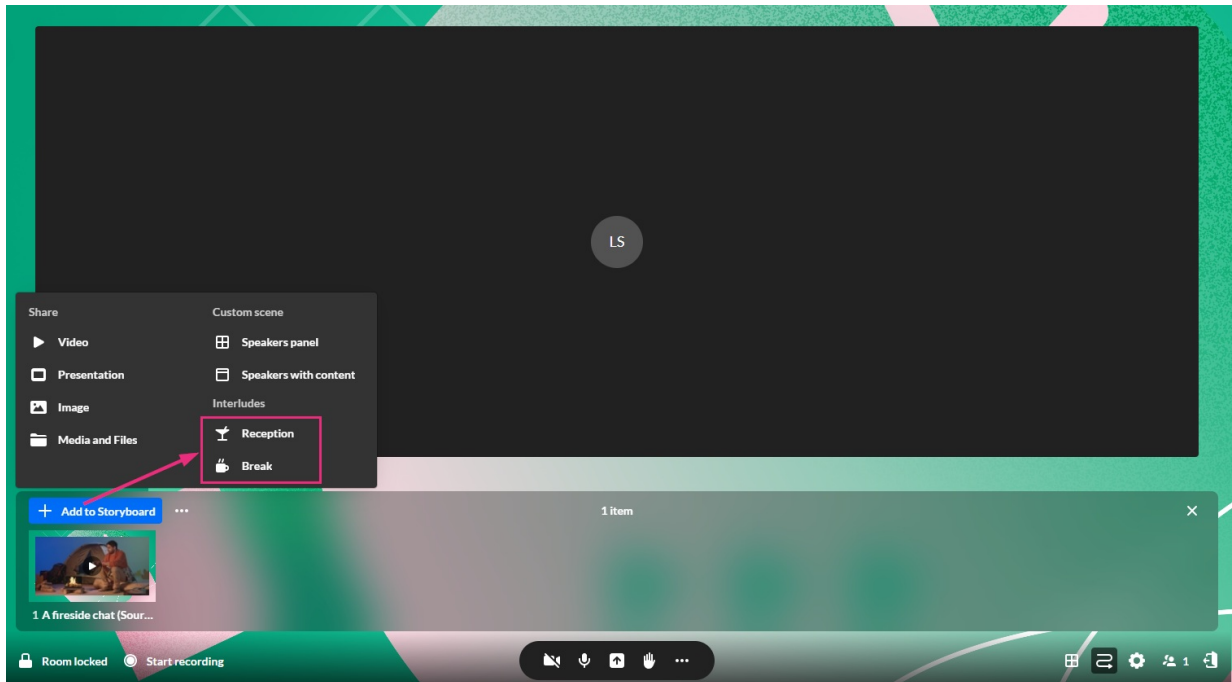
## Access the interlude editor

1. Open the storyboard by clicking the **storyboard icon** in the toolbar.

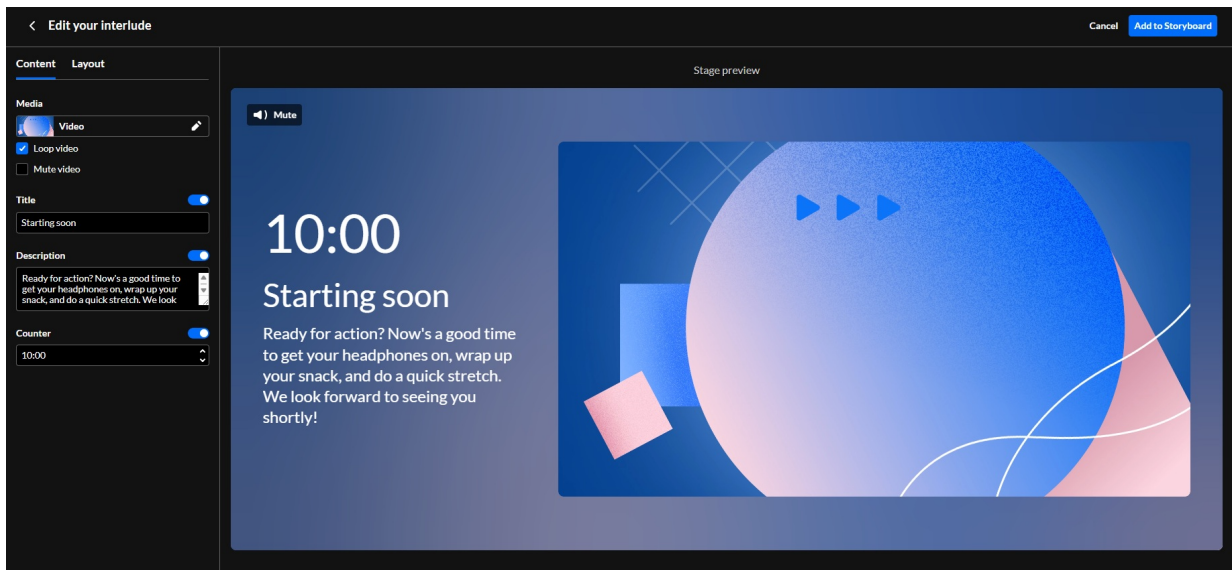


2. On the left side of the storyboard, click **+ Add to storyboard** and select the

interlude type you want: **Reception** or **Break**.



The interlude editor opens.



The interlude editor is divided into two main areas: **Content** and **Layout**.

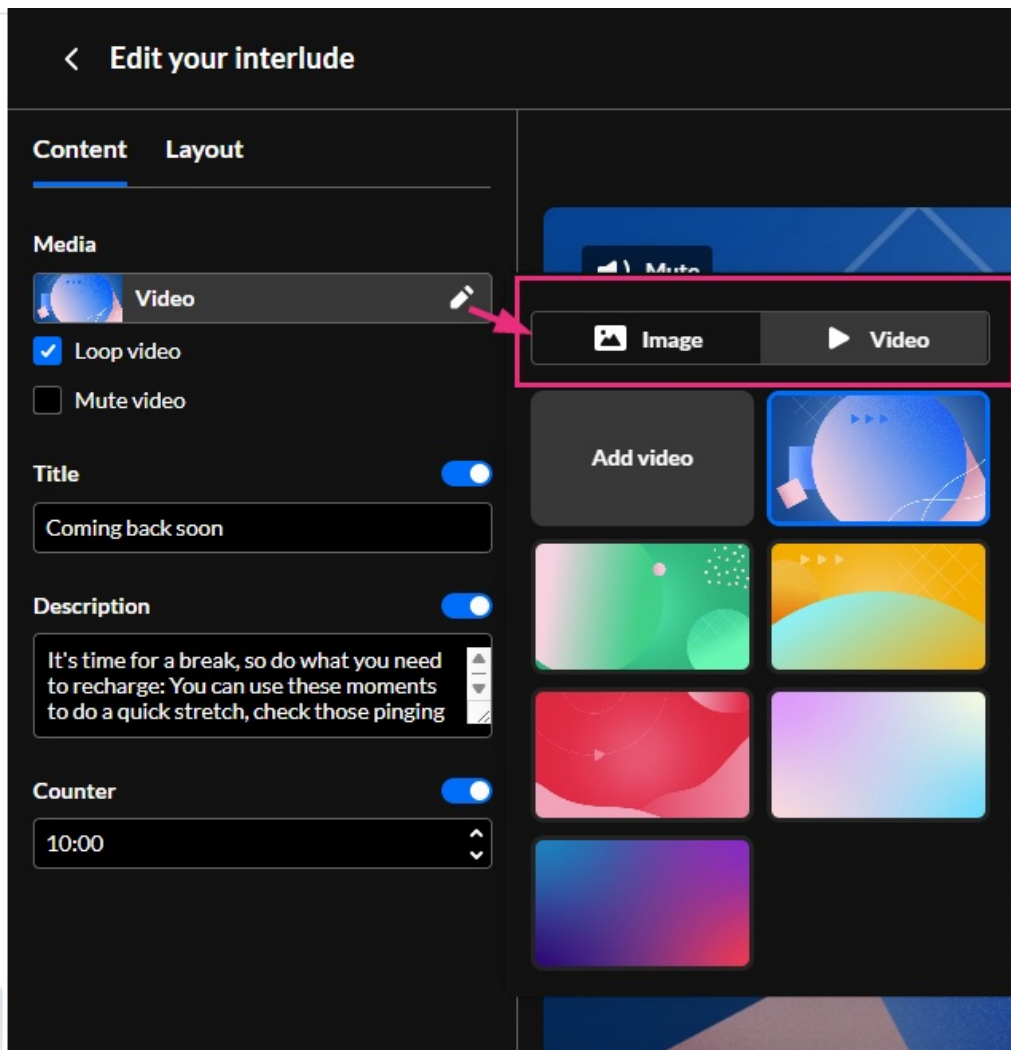
## Configure your content

Under the **Content** tab, you can set the media, text, and timer for your screen.

## Set the background

You can use provided media or your own assets to set the visual tone for your interlude.

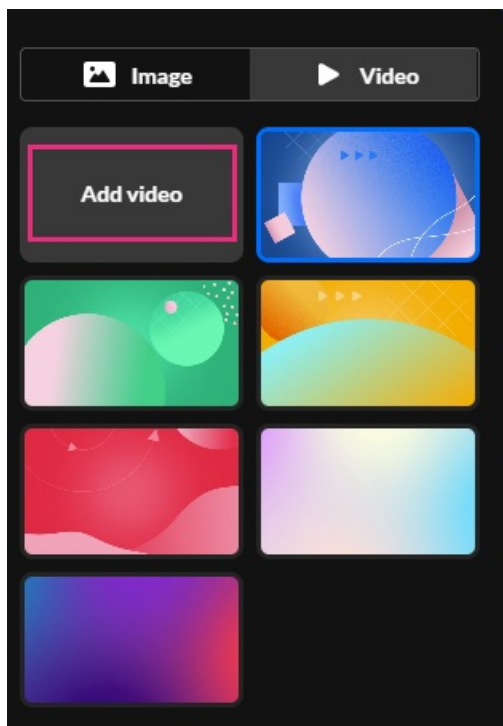
1. Under the **Content** tab, click the **pencil icon** next to the **Media** section to open the media library.
2. Choose between the **Image** or **Video** tabs to browse available options.



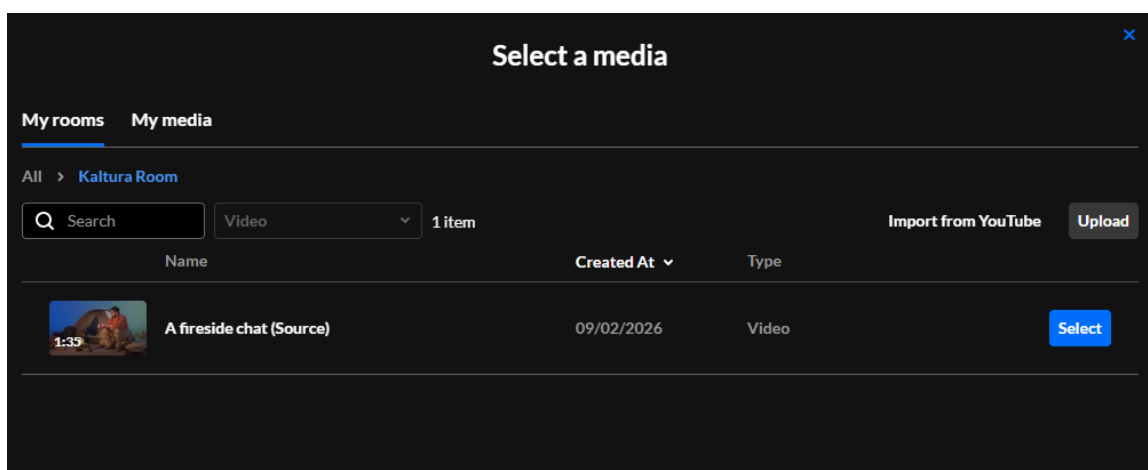
3. Click a thumbnail to see it update immediately in the stage preview.

### Upload custom media

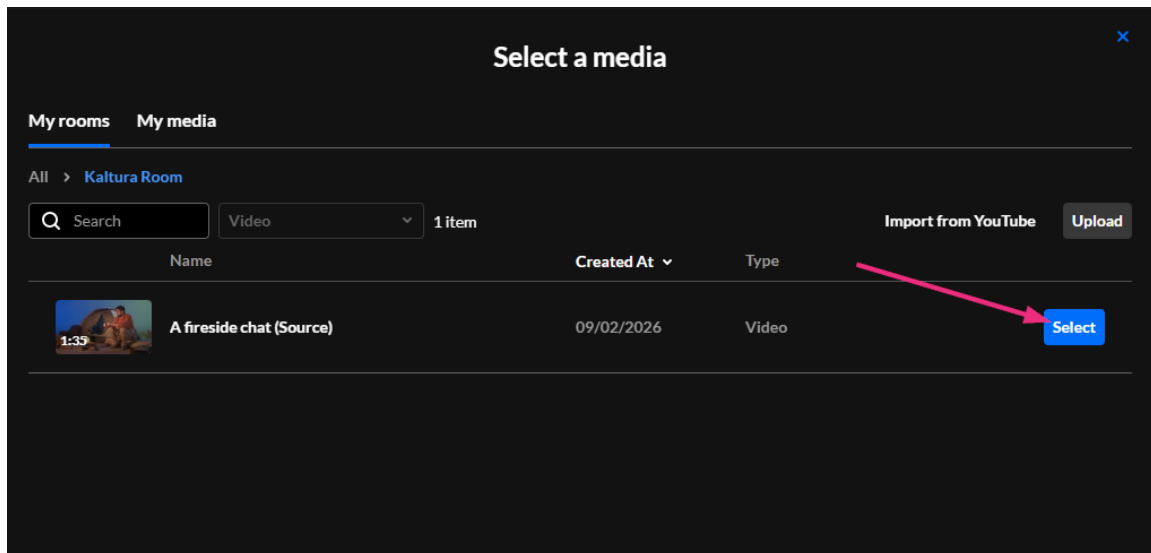
1. If you want to use your own file, click **Add video** or **Add image**,



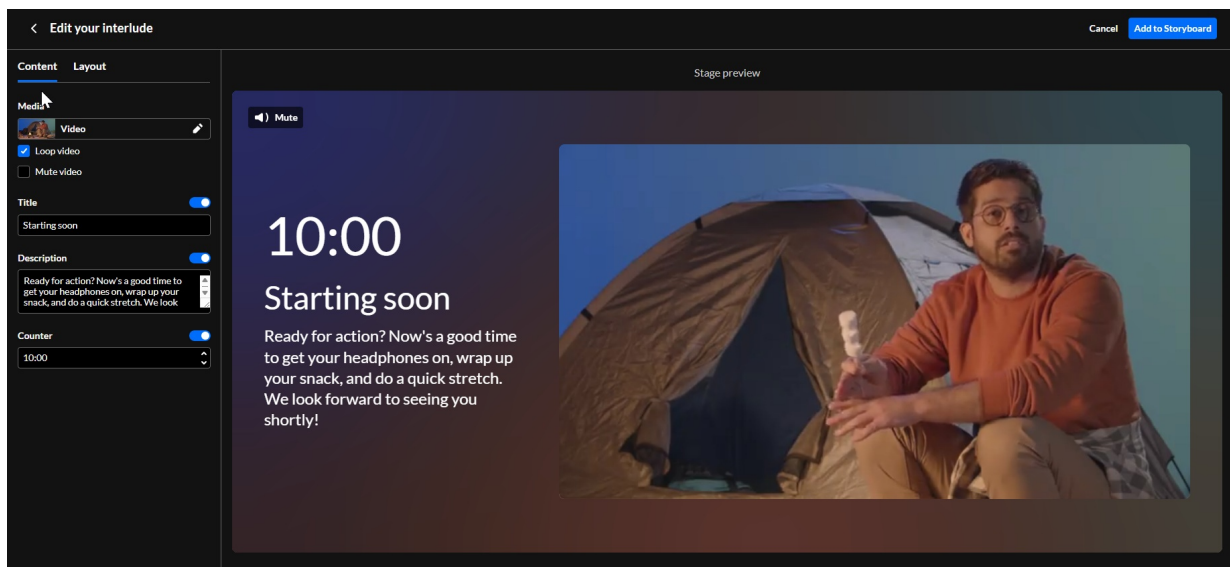
The 'Select a media' window opens.



2. If you don't have any videos or images already uploaded, click **Upload** and choose a video or image file from your computer. Once uploaded it appears in the 'Select a media' window.
3. When you're ready to add the video or image, click **Select**.

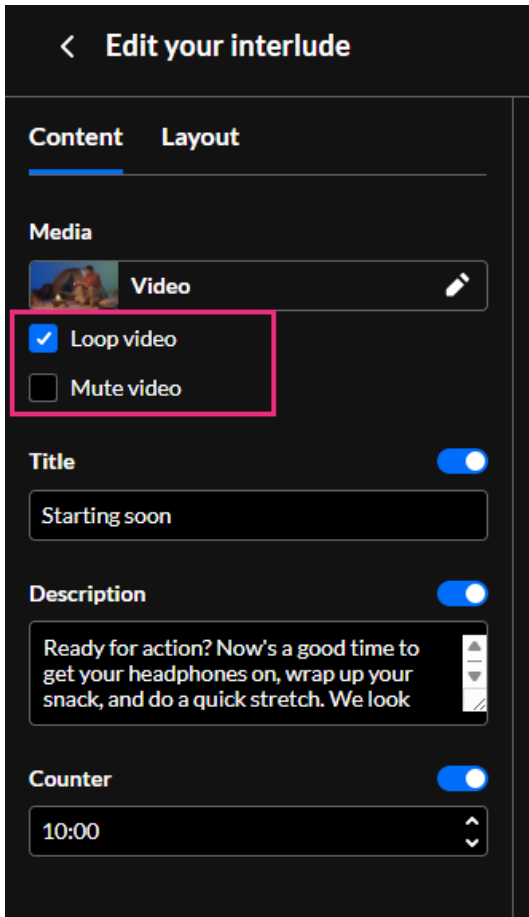


The preview screen displays the selected video immediately.



## Customize video playback

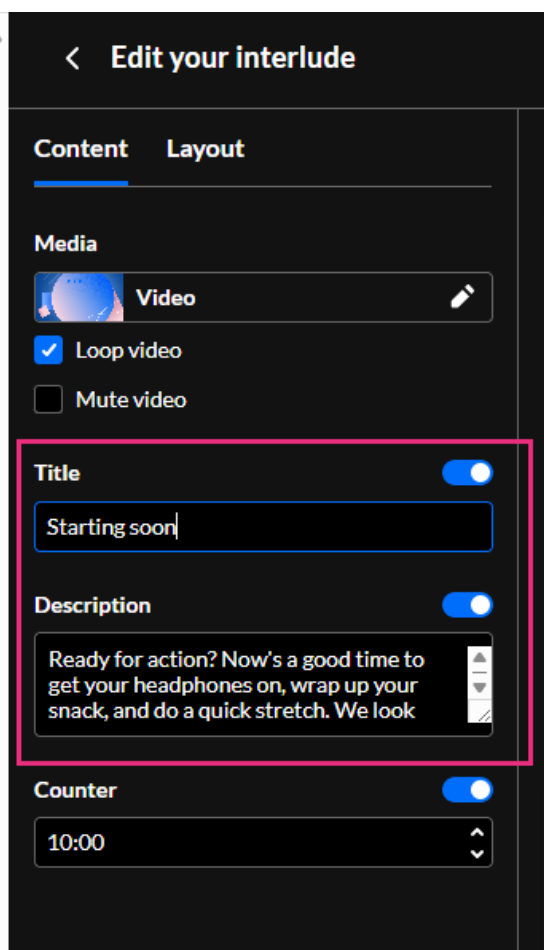
If you have selected a video, use the checkboxes to further customize playback:



- **Loop video:** Enable this to play the video continuously.
- **Mute video:** Enable this to play the video without sound. If left unchecked, participants can hear the audio and adjust their own volume.

### Add text

A default title and description are automatically set up for your interlude, but you can customize or even disable them:

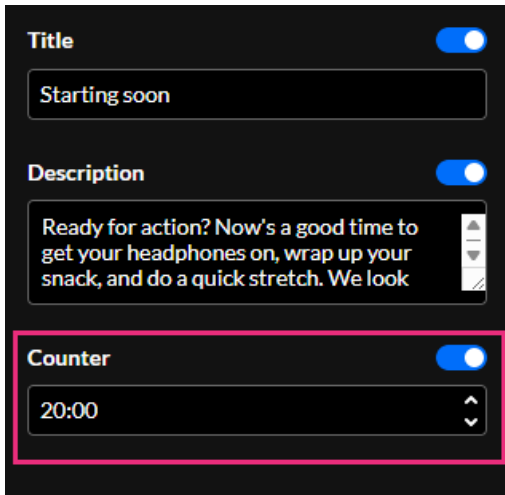


- **Customize:** To change the **Title** or **Description**, delete the default text and enter your own.
- **Disable:** Use the **blue toggles** to hide either field from the interlude screen.

Changes appear immediately in the stage preview window.

### Set the counter

You can display a countdown timer showing when the session will begin or resume.

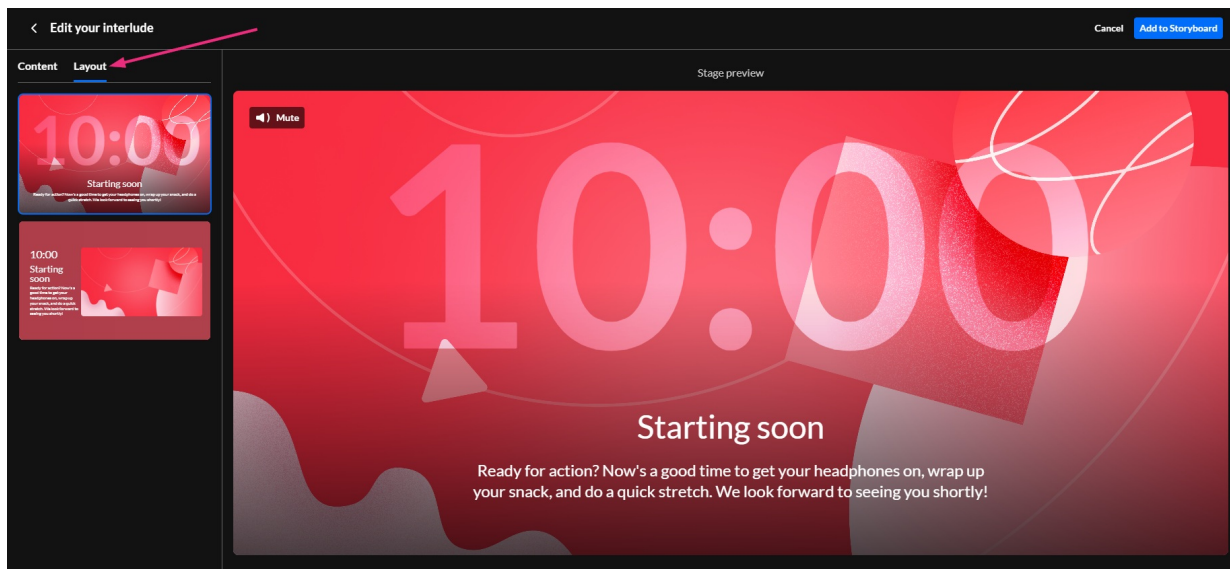


1. Ensure the **Counter** toggle is enabled (blue).
2. In the **Counter** field, enter the duration in minutes or use the up/down arrows.
  - Minimum: 1 minute
  - Maximum: 60 minutes

To hide the timer, switch the toggle to off.

## Choose a layout

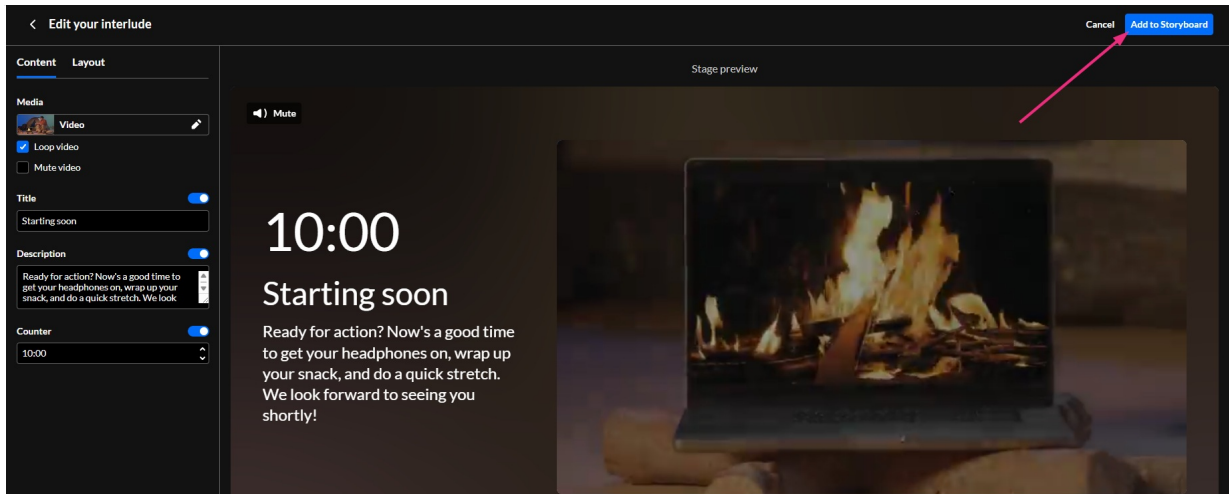
1. Click the **Layout** tab at the top of the editor.



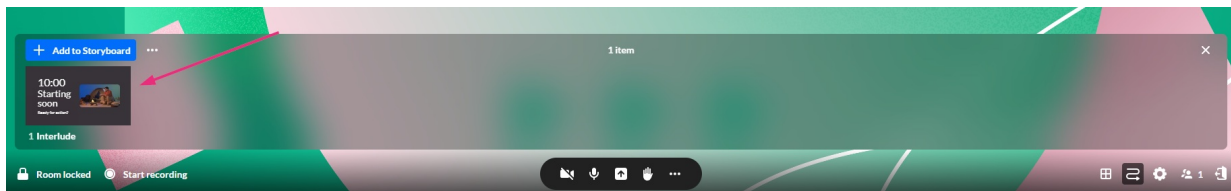
2. Select one of the available layout thumbnails from the left-hand panel. The stage preview updates automatically to show your new design.

## Launch and manage interludes

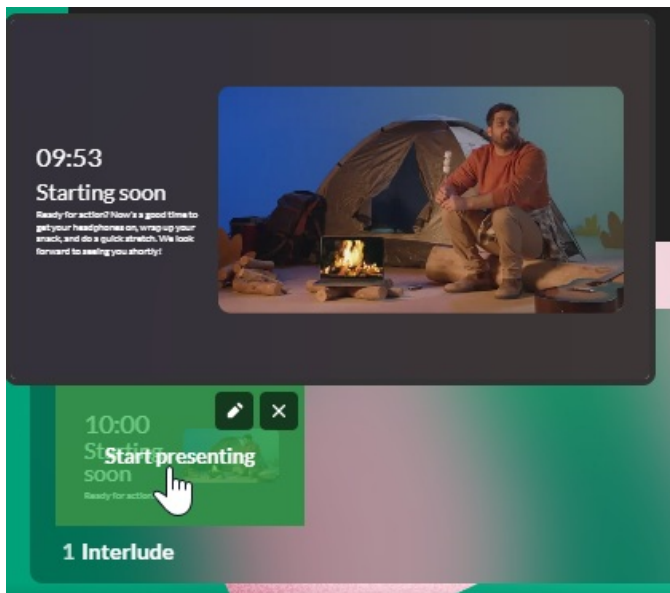
1. When you are finished configuring your interlude, click **Add to Storyboard** in the top right corner.



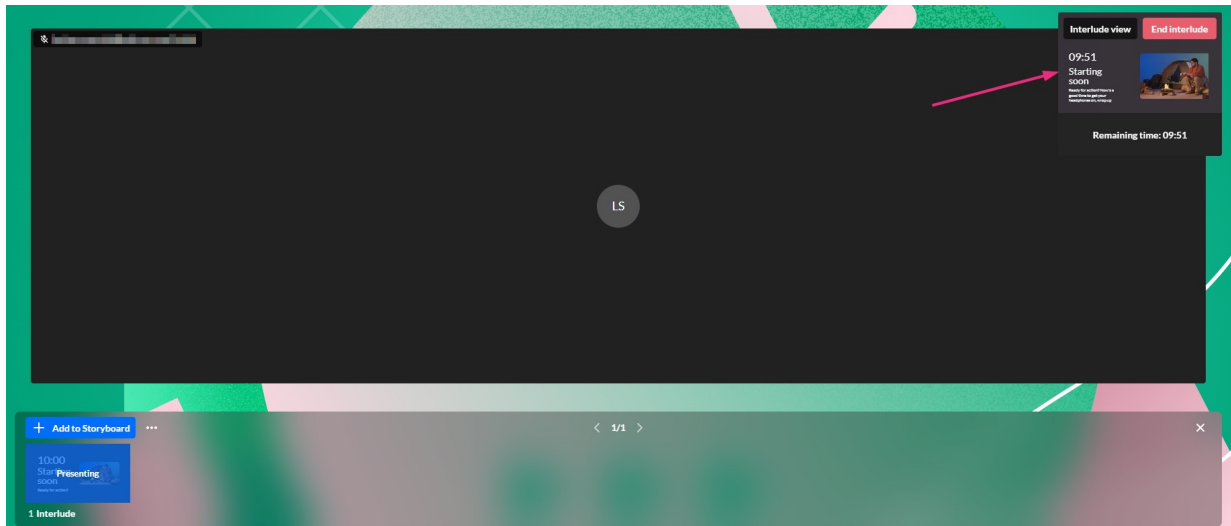
The interlude appears as a slide on your storyboard.



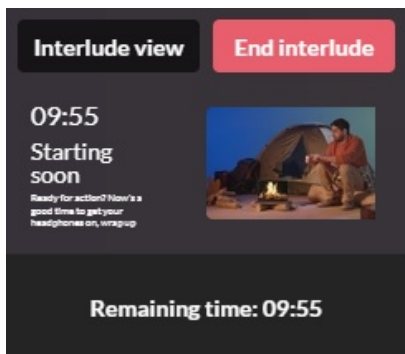
2. To launch the interlude, click its thumbnail on the storyboard.



The interlude begins presenting immediately, and a status box appears in the upper right corner of the stage to indicate the interlude is active.



While the interlude is active, the status box provides options and information:



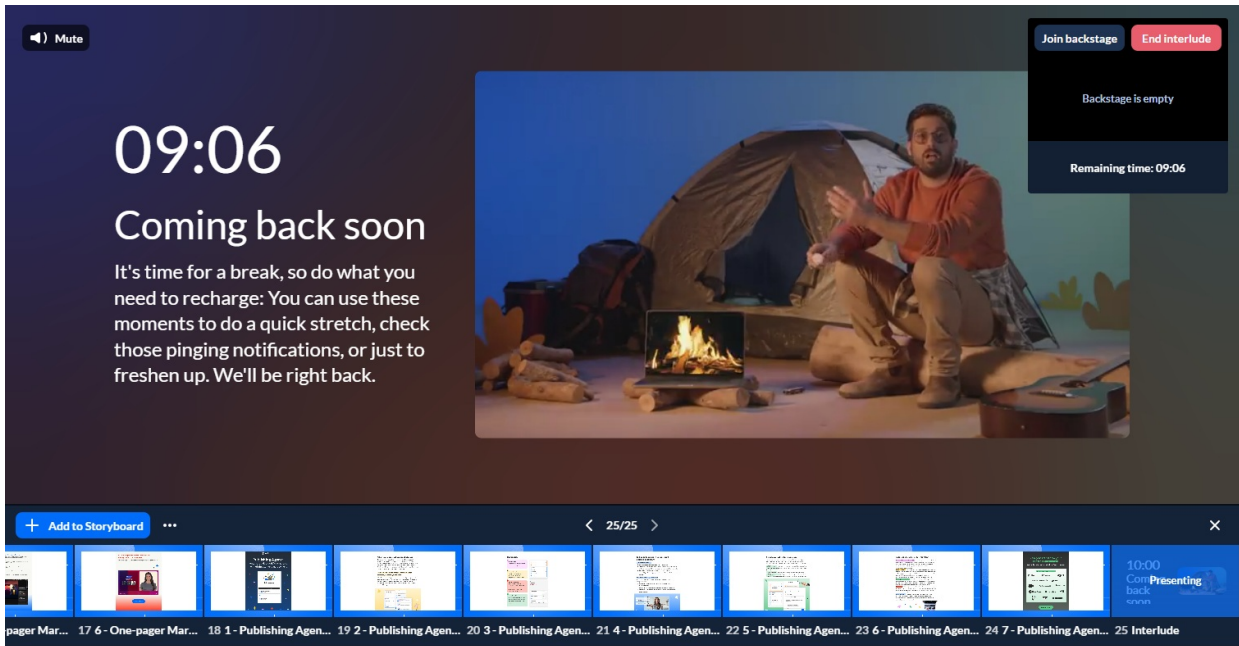
- **Interlude view:** Click to see the screen exactly as it appears to your audience.
- **End interlude:** Click to stop the presentation and return to the room. (You can also click the active interlude thumbnail on the storyboard).
- **Remaining time:** View the real-time countdown of the interlude.



In interlude mode, users' device activation buttons on the bottom bar are disabled to prevent them from enabling devices or going live.

## Interlude view

When you select **Interlude view**, the stage updates to show the audience's perspective. In this view, the status box provides specific controls and information for moderators:

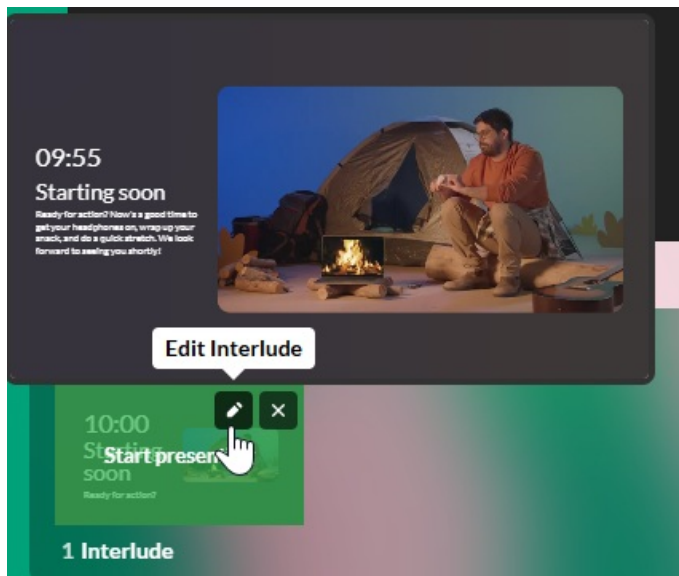


- **Join backstage:** Click to Access the private moderator area while the audience sees the interlude. A section indicates who is currently in the backstage area (e.g., "Backstage is empty"). See our article [Backstage during reception and breaks in Kaltura Rooms](#) for details.
- **End interlude:** Click to stop the presentation and return to the room. (You can also click the active interlude thumbnail on the storyboard).
- **Remaining time:** View the real-time countdown of the interlude.

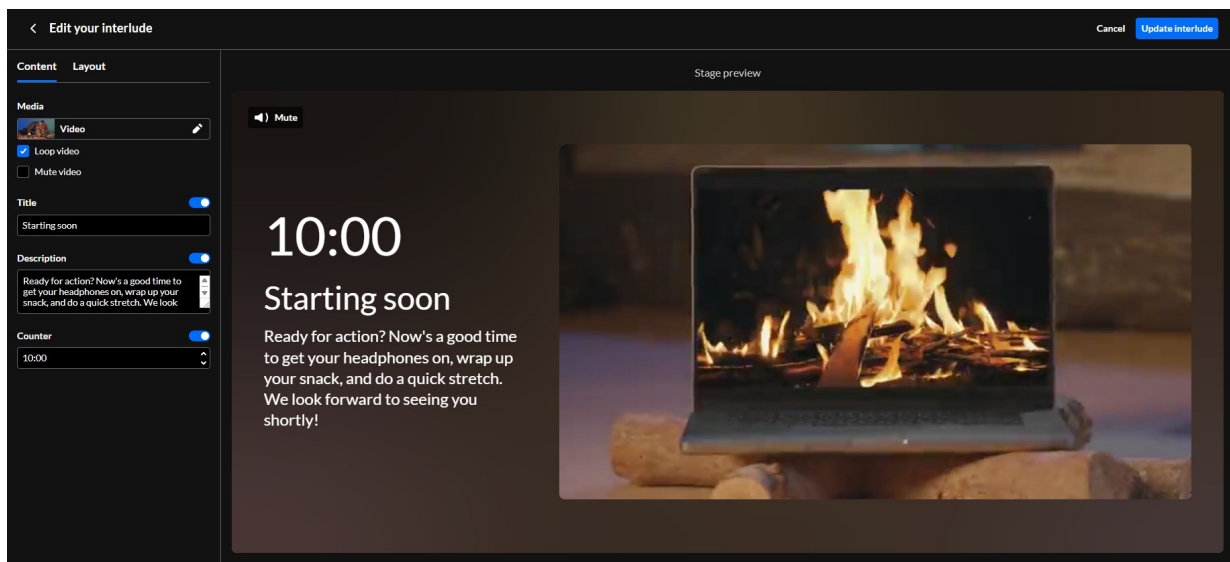
While in this mode, participants cannot go live or enable their devices, as their bottom bar controls are disabled.

## Edit an interlude

1. Navigate to the interlude thumbnail on your storyboard.
2. Hover over the thumbnail and click the **pencil icon**.



The interlude editor opens.



3. Modify your media, text, or layout settings as needed.
4. Click **Update interlude** in the top right corner to save your changes.

