



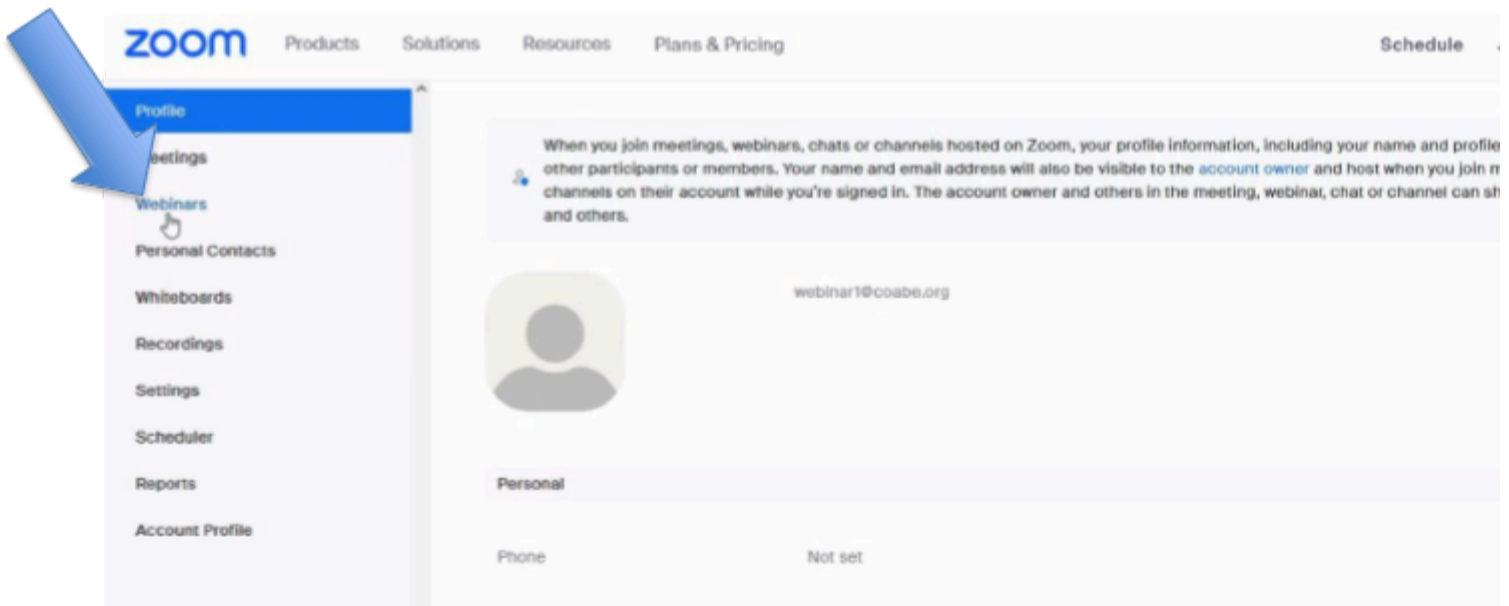
COABE Hybrid Presenter Notes

Thank you for presenting a hybrid session at COABE!

Login Information:	
Session Rooms Network – COABE2026Presenter Password – WorkKeysNCRC	Attendees and Exhibitors Network – COABE2026Attendee Password - COABE26A
Tech Support (Computer/Projector/Sound/Clicker): Luke Benton 916-416-7435 Frank Nolet 916-709-8149	
Zoom Issues: Steve Schmidt 828-719-6665 Michelle Chiles 315-935-5912	

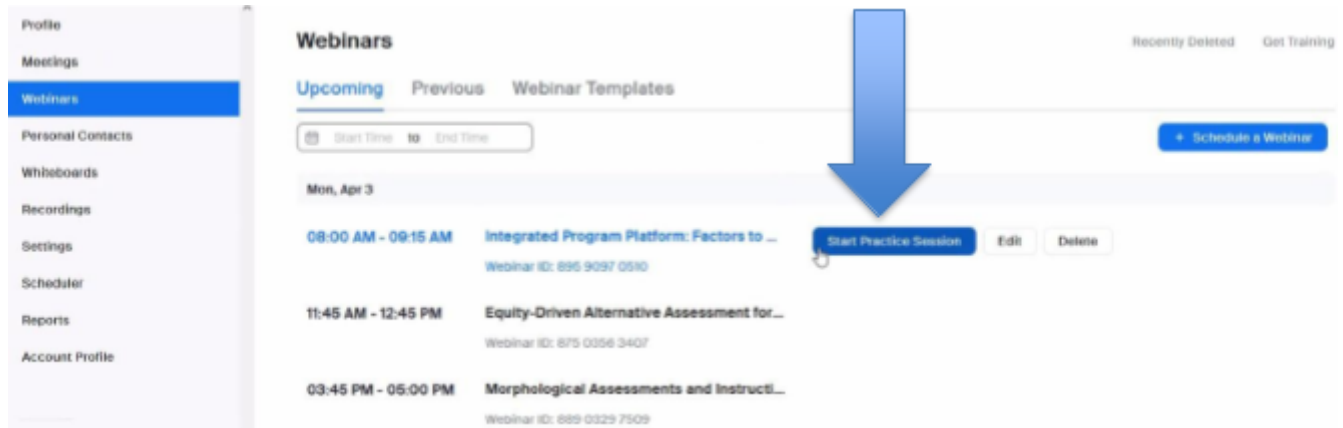
Hybrid Presentation Connecting Directions

The in-room computer should already be connected to Zoom. If not, see the directions for **Connect to Zoom** further down this sheet.



Select Your Session

Select your session and click **Start Practice Session** which takes you to a green room (session is not yet started for attendees)



Zoom Chat

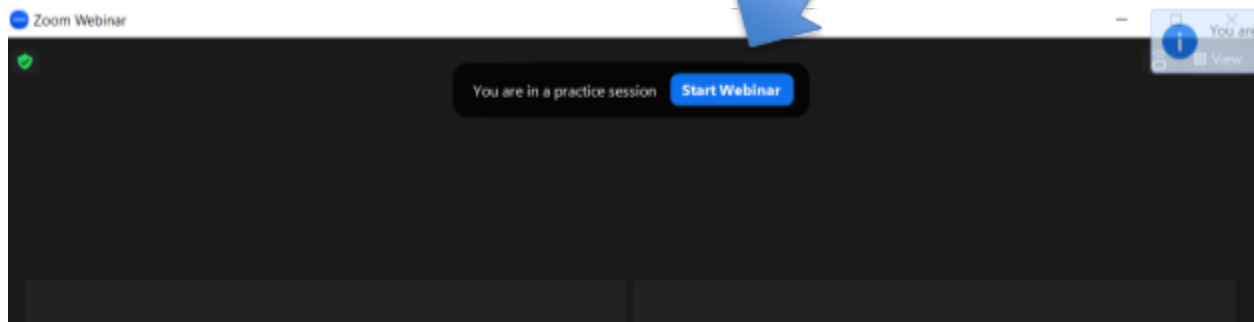
Be sure to chat through the [Whova app](#). Your buddy will login to the session on the Whova app to monitor the chat and assist online participants.

Access Your Presentation

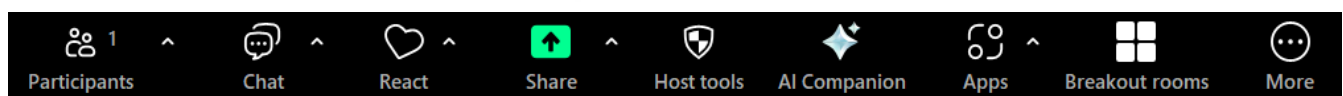
Open your presentation from a flash drive or Google Drive

Start Broadcast

At your session start time click on **Start Webinar** to let the attendees in. The recording will start automatically

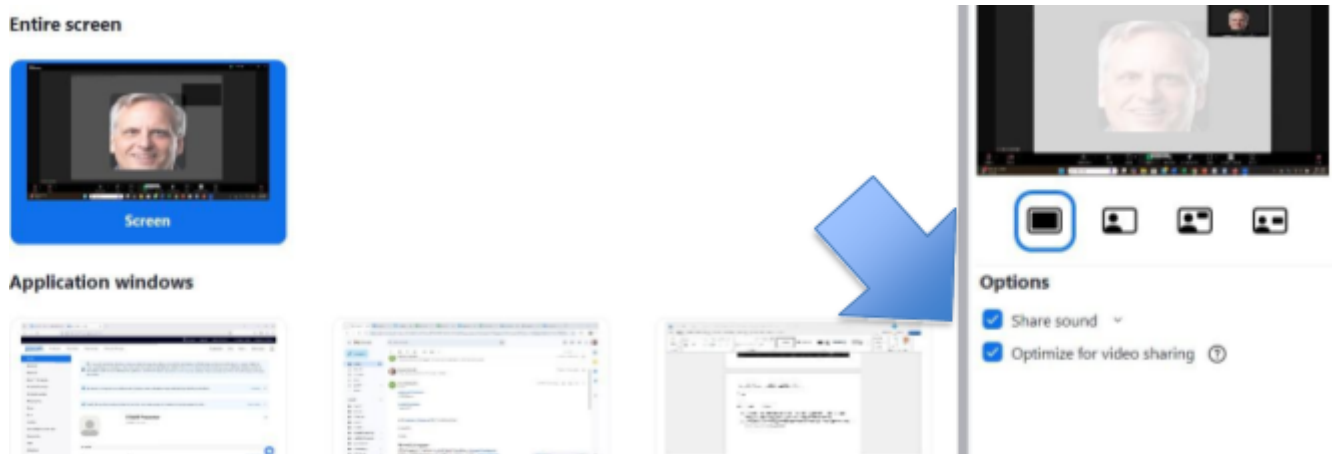


Share Your Screen



If You Are Showing a Video or Using Audio

Check boxes for share sound and optimize for video sharing



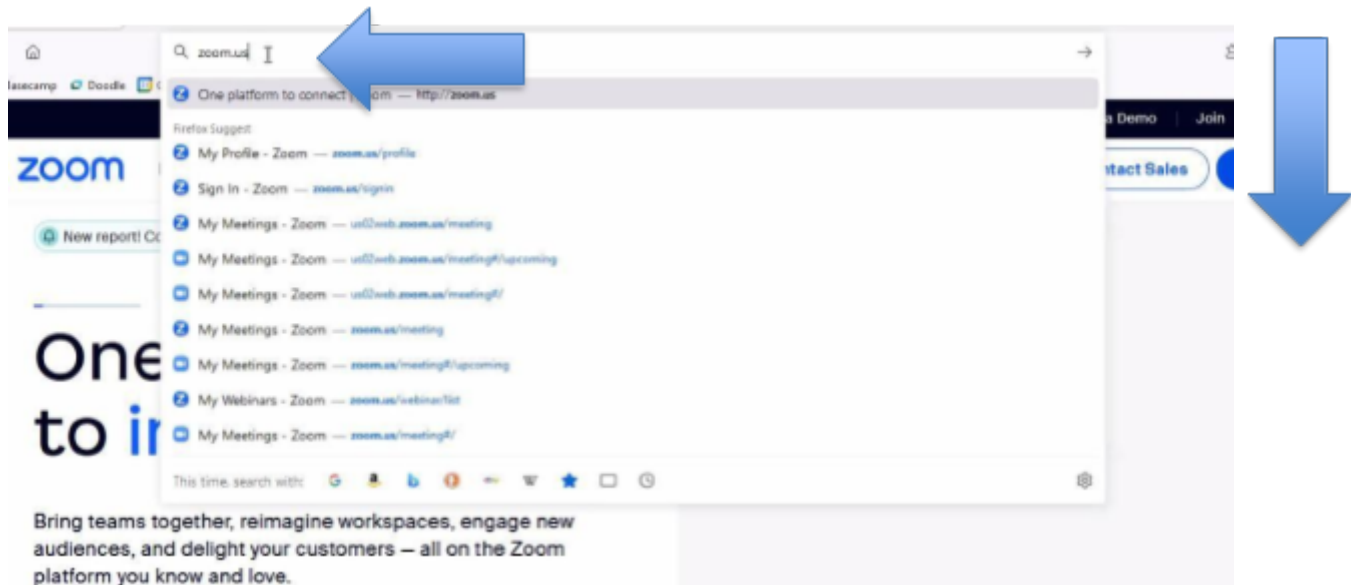
Additional Information:

All conference breakout sessions are set to the webinar format by default and will automatically record when the Zoom session is started.

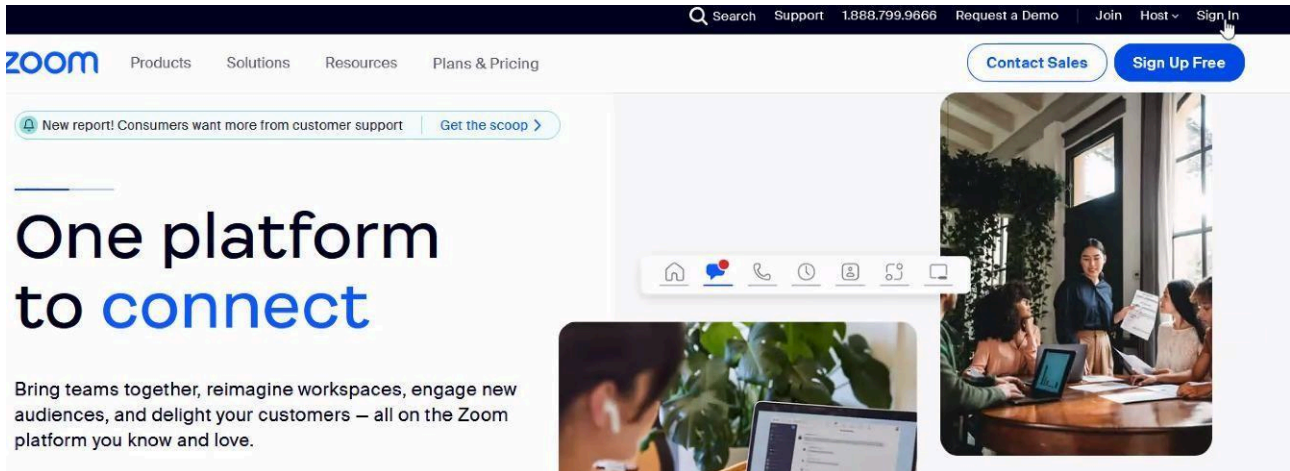
Directions if Your Computer Is Logged Out of Zoom

Go to Zoom

Open a web browser and go to zoom.us. Make sure you are logged out of your personal or work Zoom account.

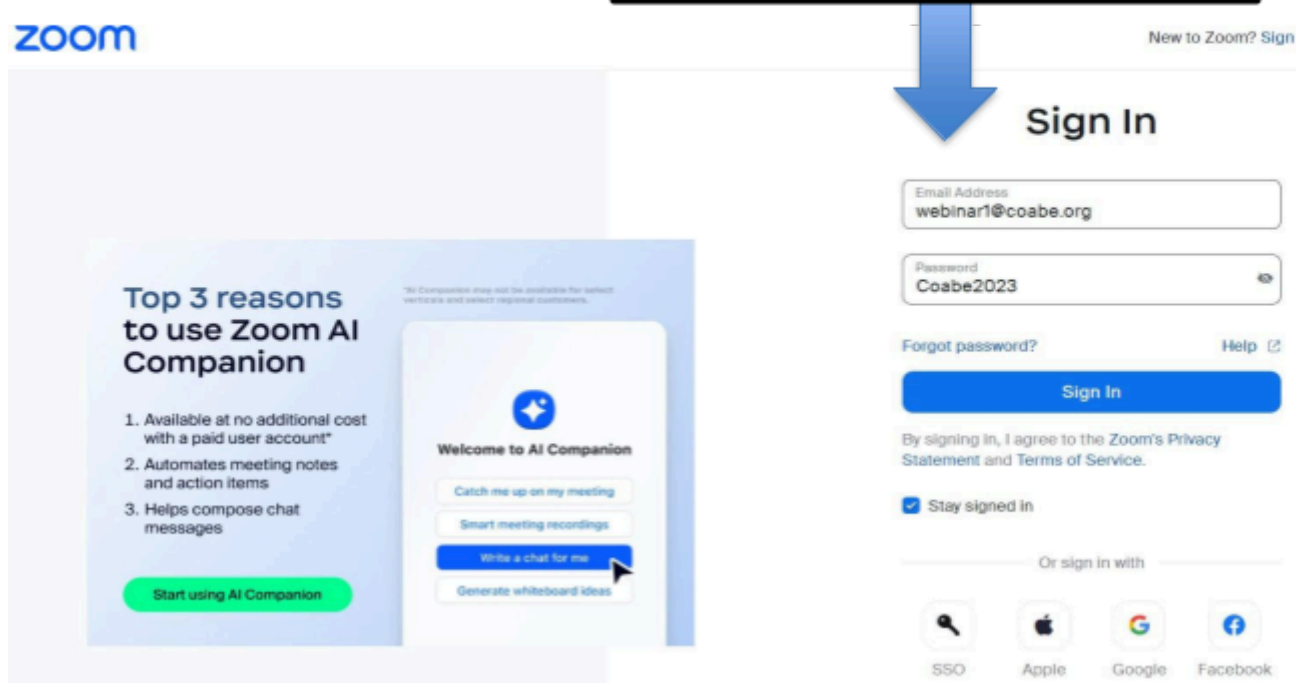


Click on Sign In



Login with the Room's Webinar Address (this is posted in the room)

Put in your room's webinar address
Password is Coabe2023 (Capital C)



On-site Practice Options:

Join COABE's PD Coordinator Steve Schmidt on Sunday from 7:30 to 8:10 am and Monday through Wednesday from 7:00 am – 7:40 am in **Room 307** to review the tech set up.