

01 / PREPARE & SIGN IN

Ready to present virtually

Thank you for presenting a virtual session for the COABE 2026 conference!

Know how you will join

Primary presenter: Sign directly into the assigned COABE Zoom account to host your session.

Co-presenters and facilitators: Use the Zoom panelist invitation previously sent directly from Zoom.

Sign in to your COABE account

1 Find your login details

Locate the Zoom line and password sent by **Moriah Sampson**.
Need your login? Email support@coabe.org.

2 Open Zoom

Log out of personal or work Zoom accounts. Go to zoom.us and click **Sign In**.

3 Enter your account information

Enter the assigned webinar account you were sent and click **Next**. Enter **Coabe23** (capital C), then click **Sign In**.

NEED HELP? CALL COABE STAFF

Steve Schmidt | 828-719-6665

Michelle Chiles | 315-935-5912

02 / MONDAY THROUGH WEDNESDAY

Host your breakout session

Conference breakout sessions use the webinar format. Recording starts automatically when you begin the broadcast.

1

Open your practice session

Select **Webinars** in the left toolbar. Find your session title and click **Start Practice Session**. This opens a green room; the session has not yet started for attendees.

2

Start the broadcast

At your scheduled start time, click **Start Webinar** to let attendees in. Recording begins automatically.

3

Share your screen

Click **Share** to show your presentation. If you are showing video or using audio, select **Share sound** and **Optimize for video sharing**.

Keep the conversation in Whova

Attendees join through the [Whova app](#). Sign in before your session starts and use Whova to interact with them.

Zoom chat is disabled for attendees. They cannot see messages you post in Zoom. A co-presenter or facilitator can help monitor Whova; otherwise, use another device or toggle between two screens.

03 / SUNDAY PRECONFERENCE

Host your Sunday session

Sunday preconference sessions use the meeting format.
These sessions are not recorded, and breakout rooms are enabled.

1

Find your meeting

Select **Meetings** in the left toolbar to see the session list.

2

Start and admit attendees

Find your session and click **Start Meeting**.
Admit attendees when you are ready.

3

Share your screen

Click **Share** to show your presentation. If you are showing video or using audio, select **Share sound** and **Optimize for video sharing**.

Stay connected with attendees

Sign in to the [Whova app](#) before your session. Use Whova for attendee chat, with a co-presenter or facilitator helping when available.

Have a great session.

Thank you for presenting at COABE!