



COABE Virtual Only Presenter Instructions

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

As the primary presenter, you will be logging directly into a COABE Zoom account to host your session. If you have a co-presenter or facilitator, they were sent their Zoom panelist invite for your session previously directly from Zoom.

Your session attendees will be joining your session through the [Whova app](#). You will be interacting with attendees via Whova. Be sure to sign into the Whova app before your session starts.

If you run into problems, please **call** COABE staff members Steve Schmidt 828-719-6665 or Michelle Chiles 315-935-5912.

Login Directions:

Make sure you are logged out of any personal or work Zoom accounts.

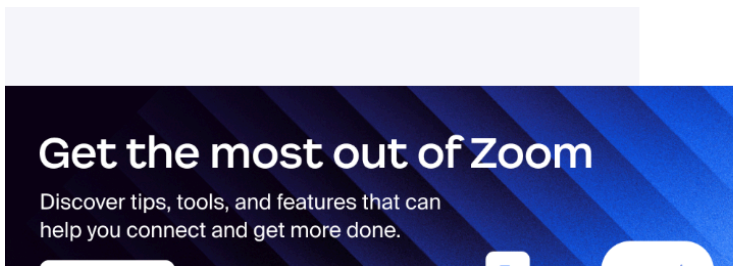
Go to <https://zoom.us/>

Find the zoom line and password you were sent from Moriah Sampson. Please contact Moriah Sampson at support@coabe.org if you need your login information.

Click on Sign In



Put in the webinar number you were sent and click Next



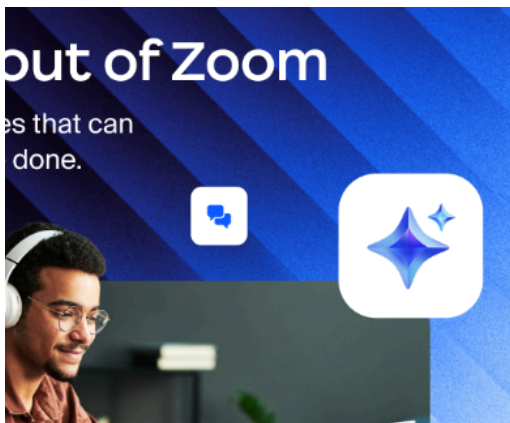
Sign in

Email or phone number
webinar20@coabe.org

Next

Put in the password Coabe23 and click Sign In

The password is case sensitive with a capital C.



Enter your password

Welcome, webinar20@coabe.org [Change](#)

.....



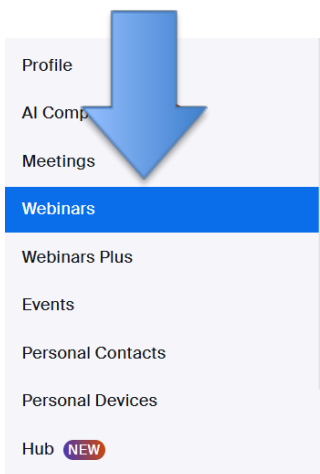
Stay signed in

[Forgot password](#)

Sign in

Breakout Sessions (Monday to Wednesday) (Scroll down for preconference directions)

From the tool bar on the left side of the screen, select **webinars**.



Webinars

[Upcoming](#) [Previous](#) [Webinar Templates](#) [Polls/Quizzes](#)

Start Time to End Time

[Recently Deleted](#)

Mon, Apr 13

08:00 AM - 09:10 AM [Using Visuals and Graphic Organizers to ...](#)

Webinar ID: 825 9660 3366

[Start Practice Session](#)

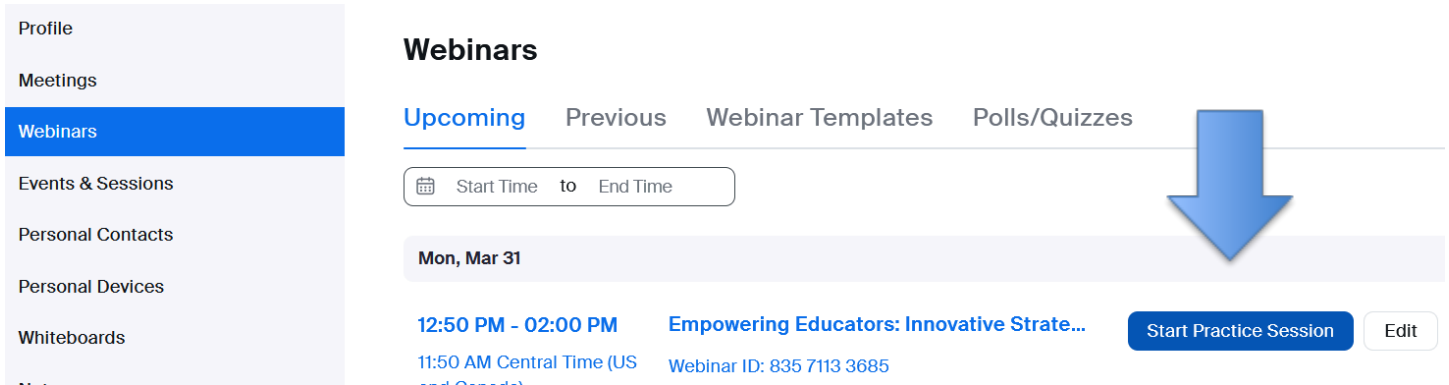
[Edit](#)

[Delete](#)

11:50 AM - 01:00 PM [Fostering STEM Conversations in the Cla...](#)

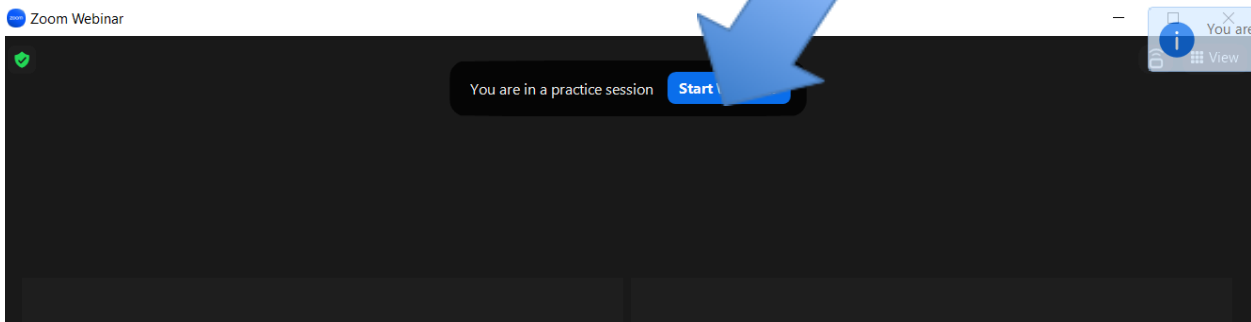
Webinar ID: 920 6660 1661

Next you will see the list of sessions. Select your session title and click **Start Practice Session** which takes you to a green room (session is not yet started for attendees).

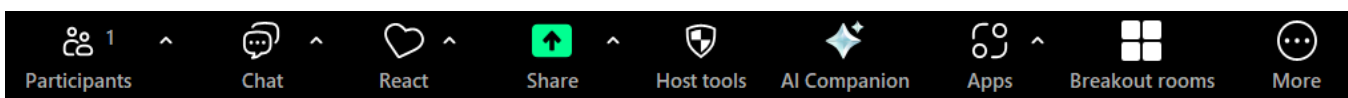


Start Broadcast

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

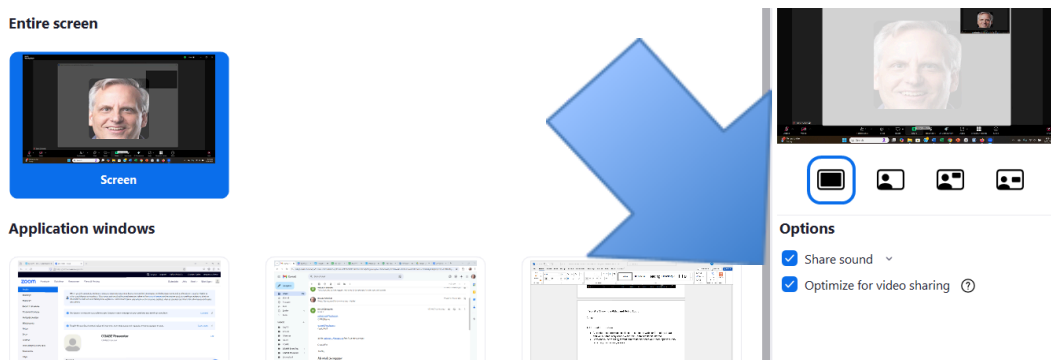


Share Your Screen



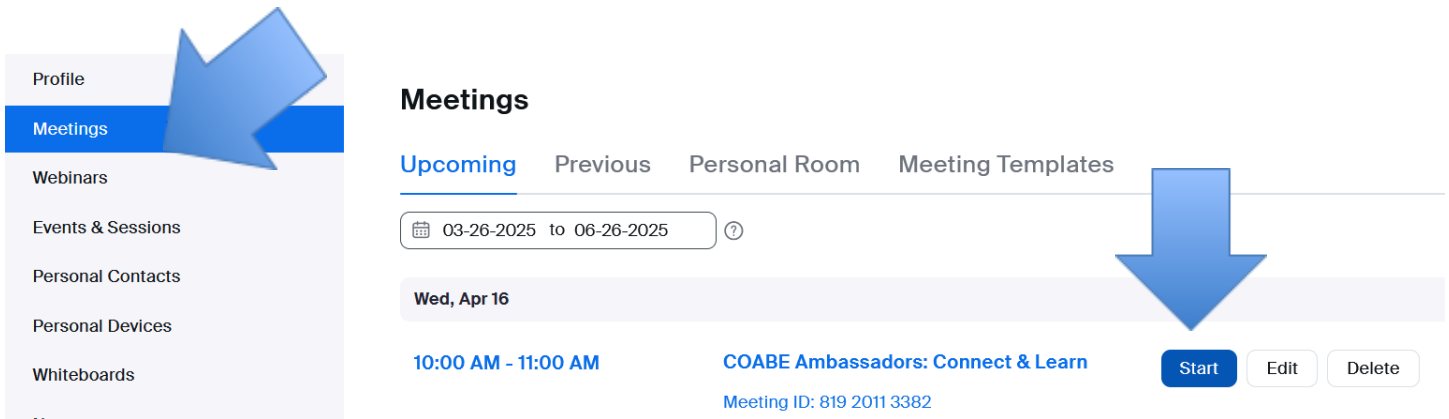
If You Are Showing a Video or Using Audio

Check boxes for share sound and optimize for video sharing



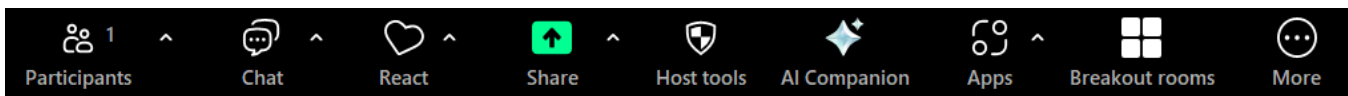
Sunday Pre-Conference Sessions

From the tool bar on the left side of the screen, select **meetings**.



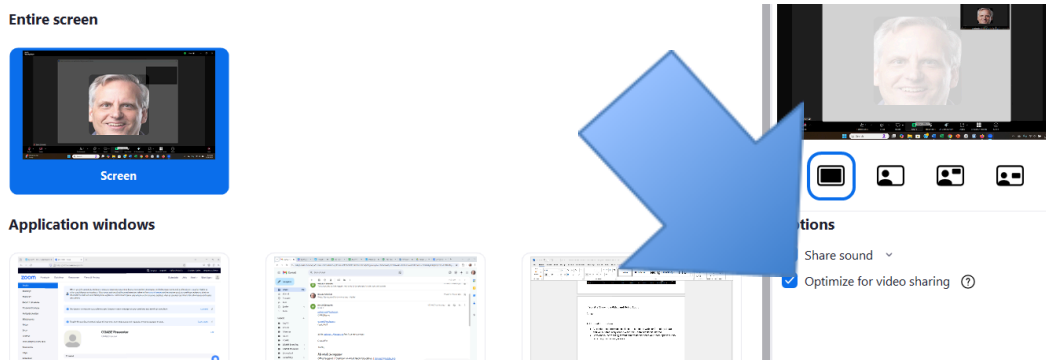
You will see the list of sessions. Click **Start Meeting** to begin. Admit attendees when ready. These sessions are not recorded, and the breakout rooms are enabled.

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 broadcast.

- Chat through Zoom has been disabled for attendees. They will not be able to see your chats if you post through zoom. Be sure to chat through the Whova platform. It's helpful to have a co-presenter or facilitator, otherwise you will need to open on another device or toggle between two screens.

Have a great session and thank you for presenting!