



COABE Hybrid Presenter Notes

Thank you for presenting a hybrid session at COABE!

Login Information:	
Session Rooms/General Session Network - COABE25S Password – coabe2025	Attendees and Exhibitors Network - COABE25A Password - WorkKeysNCRC
Onsite Tech Support: Luke Benton 916-416-7435 Frank Nolet 916-709-8149	
COABE Staff: Michelle Chiles 315-935-5912 Steve Schmidt 828-719-6665	

Hybrid Presentation Connecting Directions

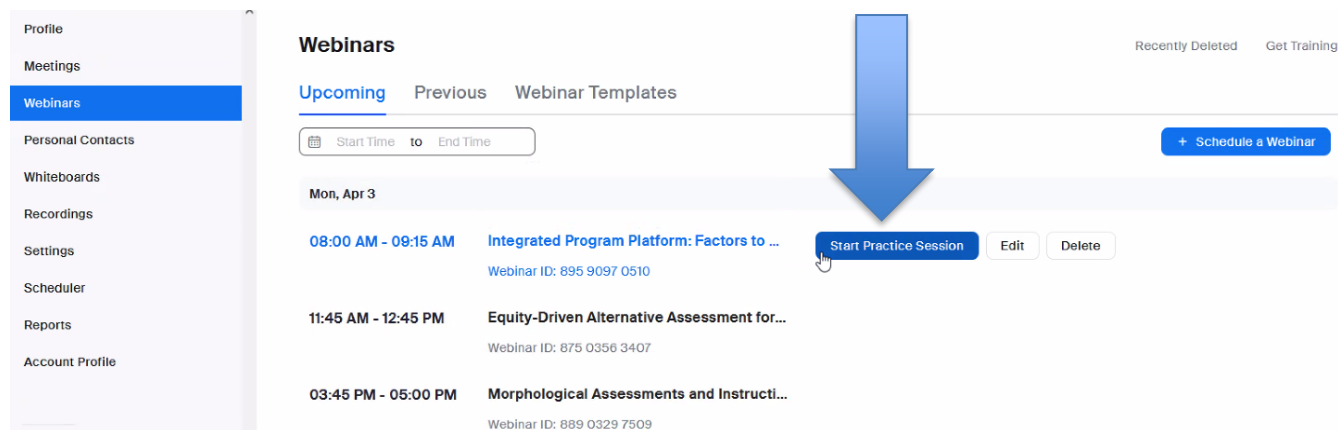
The in-room computer should already be connected to Zoom. If not, see the directions for **Connect to Zoom** further down this sheet.

Click on Webinars on Left Menu

The screenshot displays the Zoom web application. The top navigation bar includes links for Products, Solutions, Resources, Plans & Pricing, and a Schedule button. The left-hand navigation menu is expanded, showing options like Profile, Meetings, Webinars (highlighted with a blue arrow), Personal Contacts, Whiteboards, Recordings, Settings, Scheduler, Reports, and Account Profile. The main content area shows a profile page for 'webinar1@coabe.org' with a placeholder profile picture and a 'Personal' section.

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

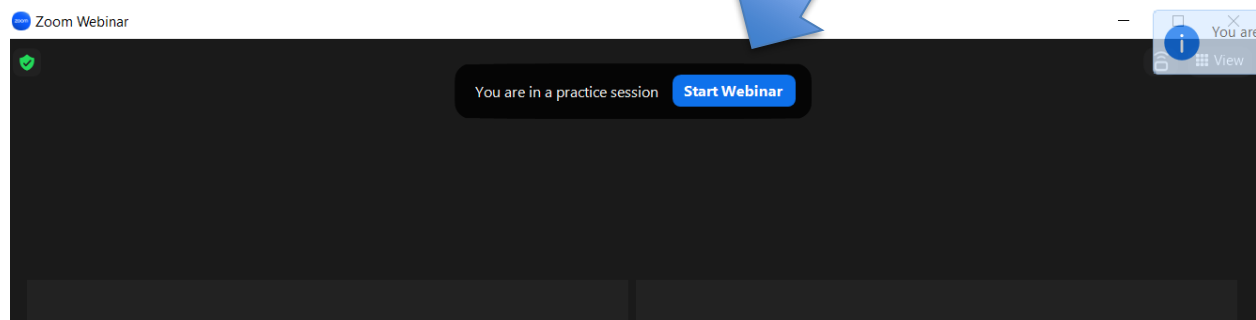
Be sure to chat through the [Whova app](#). Your buddy will login to the session on the Whova app to monitor the chat and assist online participants.

Access Your Presentation

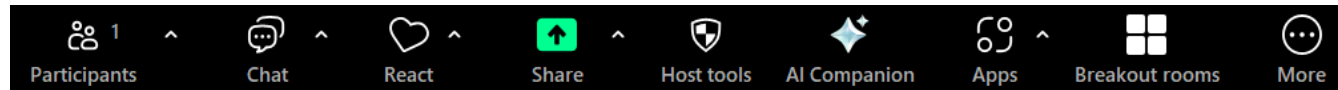
Open your presentation from a flash drive or Google Drive

Start Broadcast

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



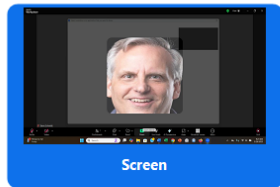
Share Your Screen



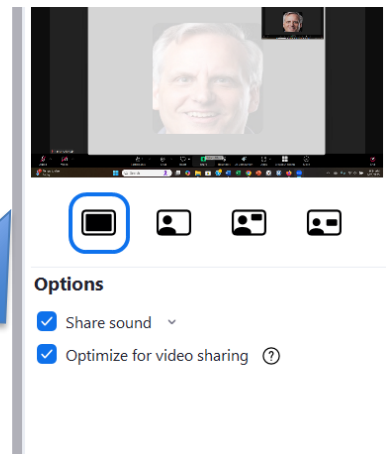
If You Are Showing a Video or Using Audio

Check boxes for share sound and optimize for video sharing

Entire screen



Application windows



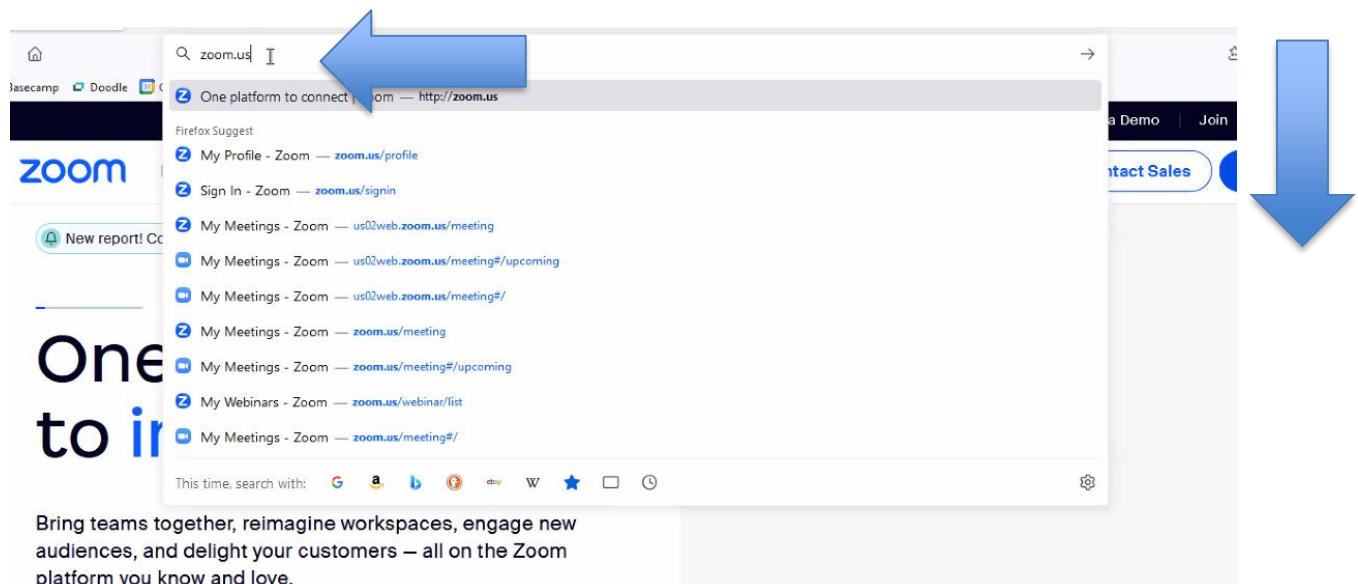
Additional Information:

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

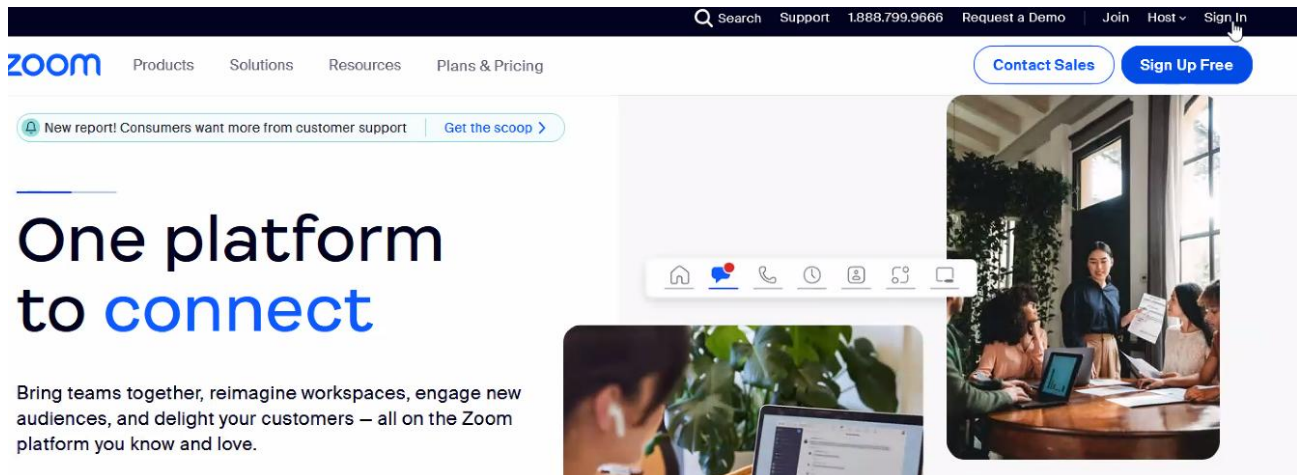
Directions if Your Computer Is Logged Out of Zoom

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.

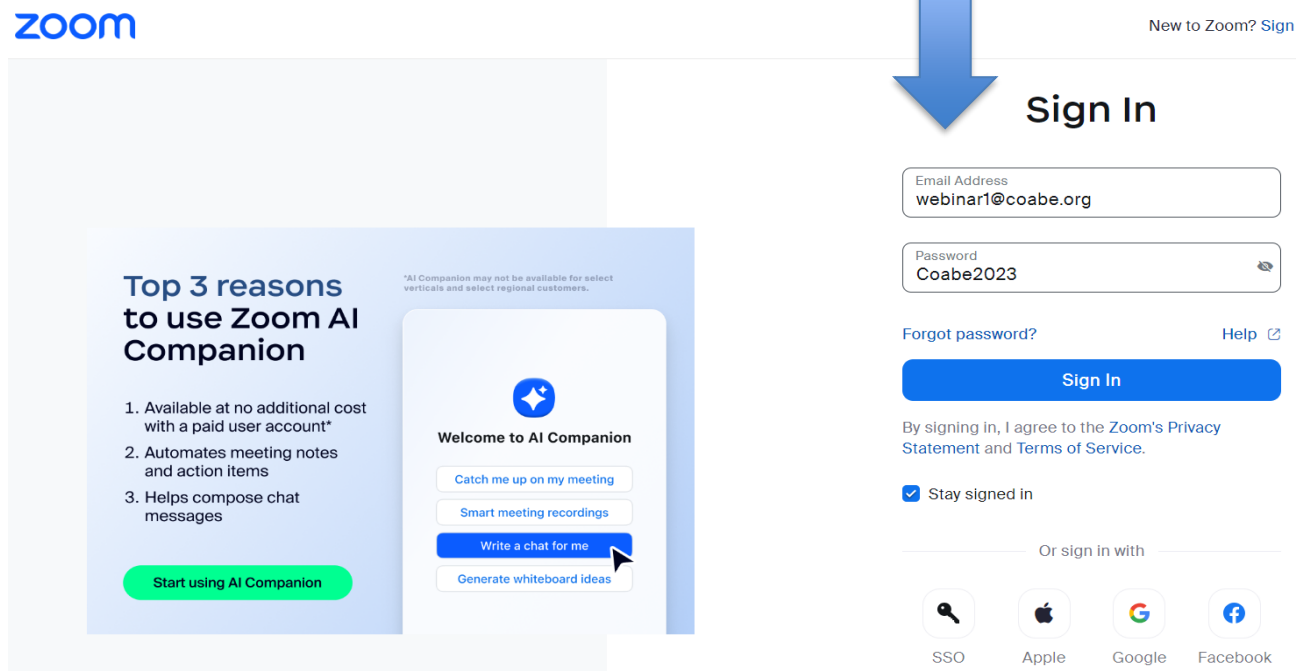


Click on Sign In



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 Presenter Coach Steve Schmidt on Sunday from 7:30 to 8:10 am and Monday through Wednesday from 7:00 am – 7:40 am in **Baker** to review the tech set up and practice options.