

COABE Virtual Only Presenter Instructions

Thank you for presenting a virtual session for the COABE 2025 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.

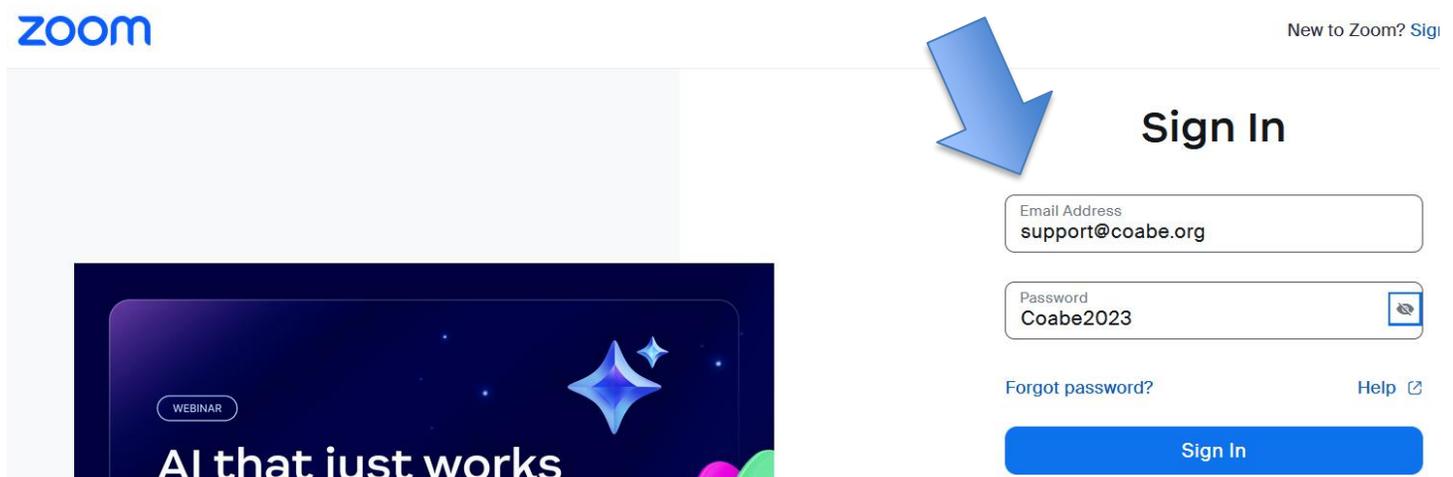
If you run into problems logging in, please contact COABE staff members Michelle Chiles 315-935-5912 or Steve Schmidt 828-719-6665.

Here are your login directions:

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

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

Log in using the information you were sent. Please contact Moriah Sampson at support@coabe.org if you need your login information.



zoom

New to Zoom? [Sign Up](#)

Sign In

Email Address
support@coabe.org

Password
Coabe2023

[Forgot password?](#) [Help](#)

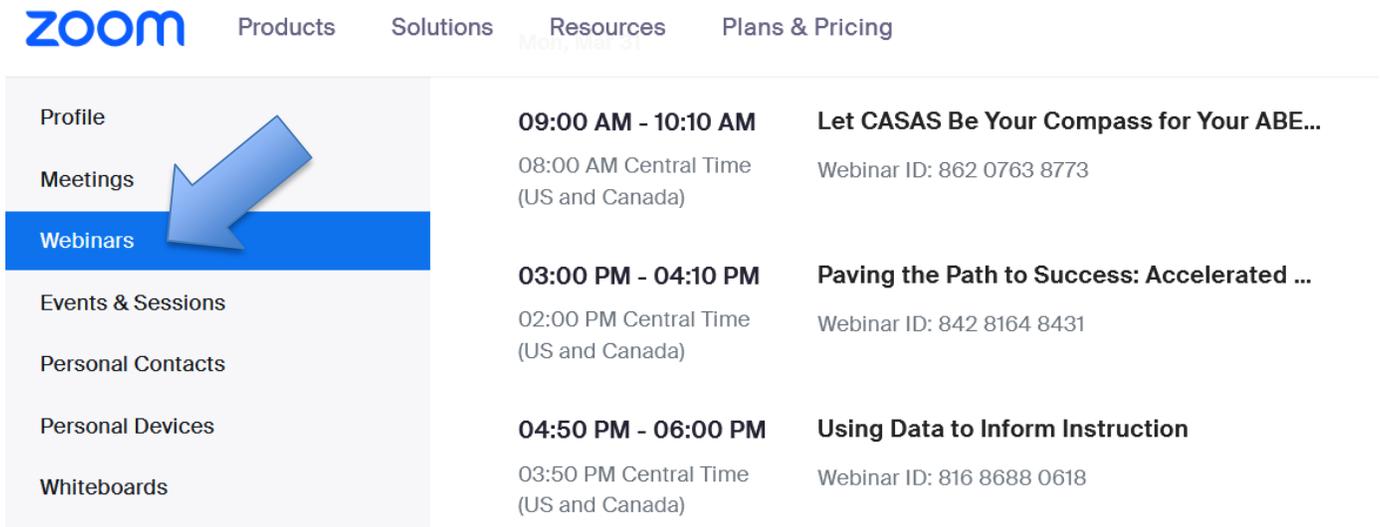
Sign In

WEBINAR

AI that just works

Breakout Sessions (Scroll down for preconference directions)

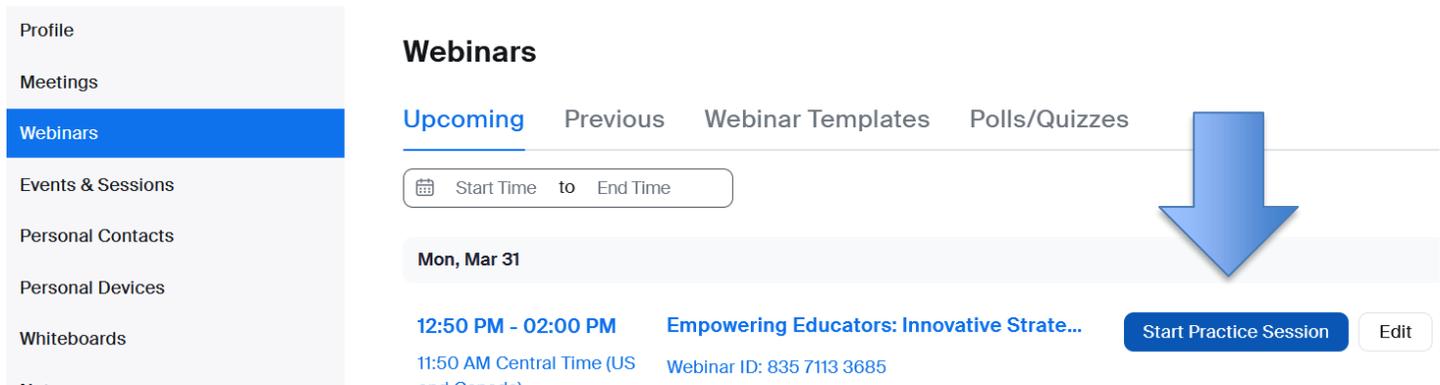
From the tool bar on the left side of the screen, select **webinars**.



The screenshot shows the Zoom webinars page. On the left, a sidebar contains navigation options: Profile, Meetings, **Webinars** (highlighted with a blue bar and a blue arrow pointing to it), Events & Sessions, Personal Contacts, Personal Devices, and Whiteboards. The main content area displays a list of upcoming webinars for Monday, March 31:

Time	Session Title	Webinar ID
09:00 AM - 10:10 AM 08:00 AM Central Time (US and Canada)	Let CASAS Be Your Compass for Your ABE...	862 0763 8773
03:00 PM - 04:10 PM 02:00 PM Central Time (US and Canada)	Paving the Path to Success: Accelerated ...	842 8164 8431
04:50 PM - 06:00 PM 03:50 PM Central Time (US and Canada)	Using Data to Inform Instruction	816 8688 0618

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).

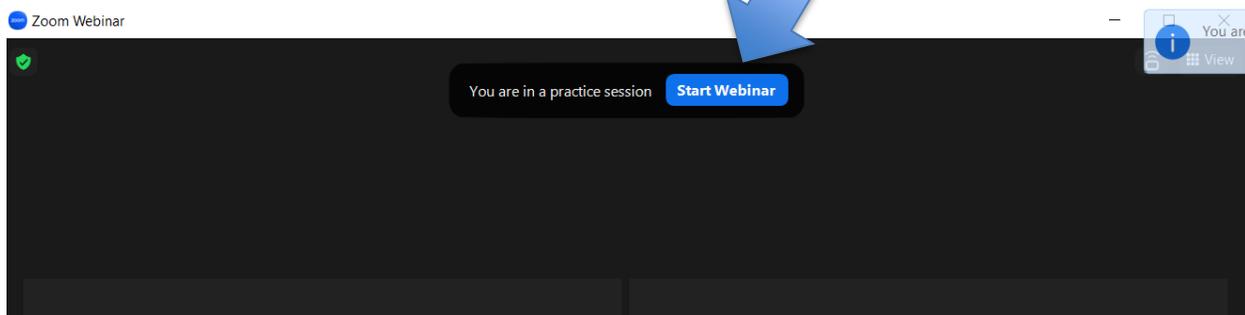


The screenshot shows the Zoom webinars page with the 'Webinars' section selected in the sidebar. The main content area displays a list of upcoming webinars for Monday, March 31. A blue arrow points to the 'Start Practice Session' button for the session titled 'Empowering Educators: Innovative Strate...'. The session details are:

Time	Session Title	Webinar ID	Action
12:50 PM - 02:00 PM 11:50 AM Central Time (US and Canada)	Empowering Educators: Innovative Strate...	835 7113 3685	Start Practice Session

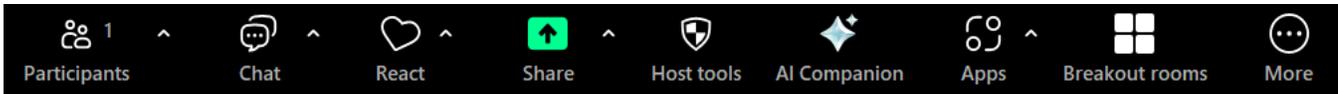
Start Broadcast

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



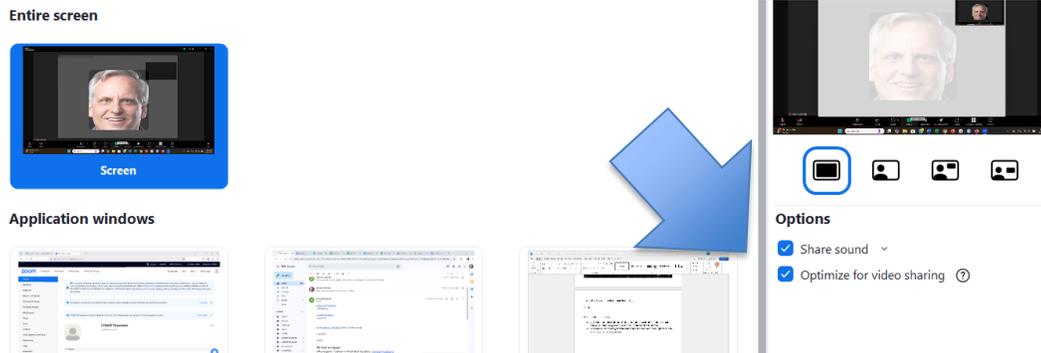
The screenshot shows the Zoom webinar interface. A blue arrow points to the 'Start Webinar' button in the top right corner of the screen. The interface displays the text 'Zoom Webinar' in the top left corner and 'You are in a practice session' in the top center. A 'Start Webinar' button is visible in the top right corner.

Share Your Screen



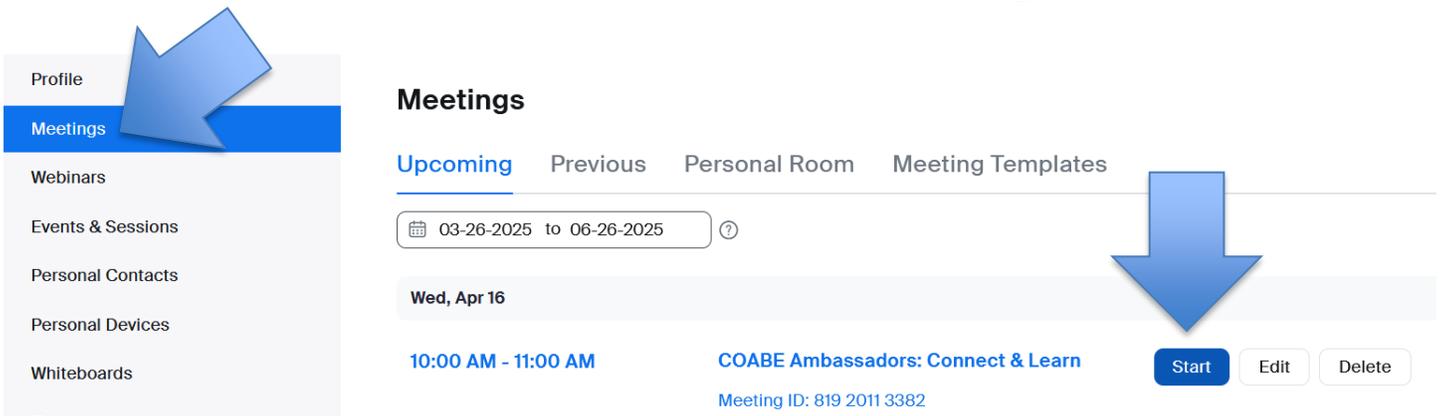
If You Are Showing a Video or Using Audio

Check boxes for share sound and optimize for video sharing



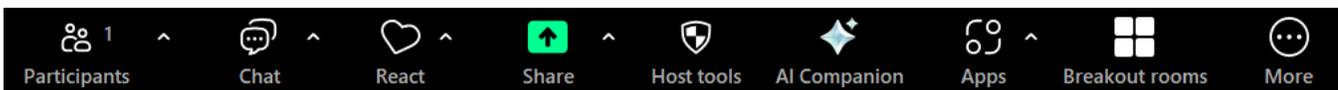
Pre-Conference Sessions

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



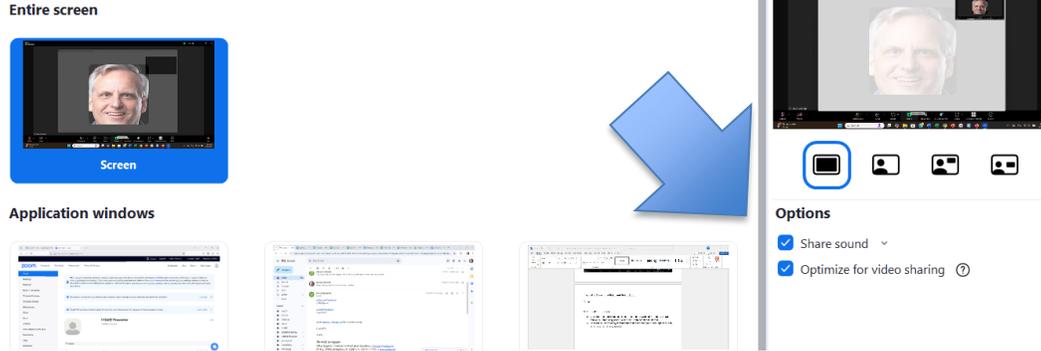
You will see the list of sessions. Click **Start Meeting** to begin. Admit attendees when ready. These sessions are not recorded, and the breakout rooms are enabled.

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!