International Forum Amsterdam, Booking Guidelines

How to register

Click here to register

If you are booking in a group, ideally it is best to have a central person, the ‘registration contact’, manage your group booking. This person’s email address will be the central log-in for the group.

STEP 1: You will be asked to select your booking type.
- If you are completing an individual registration, select I am registering for myself.
- If you will not be attending, please select I am registering on behalf of other people.
- If you will be attending as part of the group, please select I am registering for myself and other people.

STEP 2: Enter your (the registration contact's) email address.
Note - If you have attended previously, the system will ask for your password. If you do not know your password you can request for a password reset link to be emailed to you.
**STEP 3: Enter your (the registration contact’s) personal details.**

Registration Contact’s Details

- **Title**: Choose one...
- **First name**: Lisa
- **Last name / Surname**: Eastman
- **Job title / Position**: Event Coordinator
- **Company / Organisation**: BMI
- **Address line 1**: BMA House
- **Address line 2**: Tavistock Square
- **Town/City**: London
- **Postcode / Zip code**: WC1H 9JR
- **Country**: Choose one...
- **Does the billing address differ to the above address?** No
- **Contact phone number**: 020 7874 7585
- **Customer PO Number**:

**Password**: *********

**If you chose I am registering on behalf of other people, you will be prompted here to enter your first attendee’s email address **

Attendee Email

- **Attendee email address**: 

**Back** **Proceed**
STEP 4: Select your / your first delegate's attendee category.

*Note* - the group discount applies only to the Delegate attendee type. If you add any other attendee types (i.e. Speaker or Student), they will not contribute to the number for the group discount.

**Select Attendee Type**

Please note that you can only register as Delegate in 'Improvement Science Symposium Attendee' unless you have applied for, and been given a verification code for one of the other categories.

- Delegate
- Improvement Science Symposium Attendee
- Dutch Society of Anaesthesiology
- Student
- Teacher
- Exhibitor / Sponsor
- BHG Staff
- BH Staff / Current Fellows
- Speaker
- Complimentary

STEP 5: Complete the Delegate Details page.

STEP 6: Select which days you / your first delegate would like to attend.

The booking options are:

- Wednesday only
- Wednesday - Friday
- Thursday - Friday

*Note* - You can mix day selections within your group.

**Please select the days you wish to attend**

Please note that the day booking options are as follows

- Wednesday only
- 2 day Registration (Thur - Fri)
- 3 day Registration (Wed - Fri)

To de-select an option/day, please click on the relevant tick box.
STEP 7: Select which sessions you / your first delegate wish to attend.

Note - for group bookings, if you do not know each person’s session choices, you can give them your (the registration contact's) email address and password which will allow them to log into the booking at a later date in order to select their sessions.

<table>
<thead>
<tr>
<th>Wednesday 2 May 2018</th>
<th>Location</th>
<th>Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:00 - Wednesday Registration</td>
<td>Registration</td>
<td>✓</td>
</tr>
<tr>
<td>09:00 - 17:00 M2: Continuous Learning in Healthcare Delivery in The Netherlands: Regional networks, outcome data and active learning at the clinical and organizational level</td>
<td>Room 2</td>
<td></td>
</tr>
<tr>
<td>09:00 - 17:00 M3: Session yet to be announced</td>
<td>Room 3</td>
<td></td>
</tr>
<tr>
<td>09:00 - 17:00 M4: Session yet to be announced</td>
<td>Room 4</td>
<td></td>
</tr>
<tr>
<td>09:00 - 12:30 M5: High-Impact Leadership in the Real World</td>
<td>Room 5</td>
<td></td>
</tr>
<tr>
<td>09:00 - 12:30 M6: Why Lecture on PESIs When You Can Experience Them?</td>
<td>Room 6</td>
<td></td>
</tr>
<tr>
<td>09:00 - 12:30 M7: Session yet to be announced</td>
<td>Room 7</td>
<td></td>
</tr>
<tr>
<td>09:00 - 12:30 M8: Session yet to be announced</td>
<td>Room 8</td>
<td></td>
</tr>
<tr>
<td>09:00 - 17:00 X1: Beenhoven, Uden: Full-scale hospital transformation to high quality, appropriate and person centered care</td>
<td>Off-Site 1</td>
<td></td>
</tr>
</tbody>
</table>

STEP 8: You will be taken to the Booking Summary page.

If you are booking additional delegates in a group, here you can click Add Another Attendee and continue with the booking until you have registered everyone in the group.

Booking Summary

Please check that the details below are correct before proceeding through to the Worldpay page.

Please note: the registration contact will only receive a confirmation email for this booking once payment has been successfully processed.

<table>
<thead>
<tr>
<th>Registration contact's details:</th>
<th>Lisa Eastman</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attendee 1: Lisa Eastman (Delegate)

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday Registration 02/05/2018</td>
<td>1</td>
<td>£419.17</td>
<td>£419.17</td>
</tr>
<tr>
<td>Thursday - Friday Registration 03/05/2018</td>
<td>1</td>
<td>£954.17</td>
<td>£954.17</td>
</tr>
<tr>
<td>Discount: Earlybird discount</td>
<td>1</td>
<td>£26.67</td>
<td>£26.67</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td><strong>£1,246.67</strong></td>
</tr>
<tr>
<td><strong>VAT 22%:</strong></td>
<td></td>
<td></td>
<td><strong>£281.90</strong></td>
</tr>
<tr>
<td><strong>Grand total:</strong></td>
<td></td>
<td></td>
<td><strong>£1,528.57</strong></td>
</tr>
<tr>
<td><strong>Outstanding:</strong></td>
<td></td>
<td></td>
<td><strong>£1,308.47</strong></td>
</tr>
</tbody>
</table>
STEP 9: Once you have completed registration, you will need to select your payment method.

The available method is credit/debit card. The option for invoice payment is applicable for groups of 5 or more delegates only. Then click Pay Now / Complete Registration and you will either be taken to the Worldpay payment page or to a page confirming your booking.

Please note:

- The booking confirmation email will be sent to the registration contact only.
- For amendments made to the booking, you must click the Complete registration button on the Booking Summary page in order for them to be saved.

If you pay via Worldpay, you will receive a separate email with confirmation of your transaction.

If you pay via invoice (available to groups of 5+ delegates only), the invoice will be issued in 5-7 working days. If you anticipate any major changes to the group, please contact events@bmj.com and we can wait until your booking is finalised to raise the invoice. The following things can affect your invoice:

- Adding additional delegates to your booking
- Removing delegates from your booking
- Changing any information of where/who the invoice should be addressed to
- Adding a purchase order number or reference number