International Forum Kuala Lumpur
Group Session Selection Guidelines

Access an existing group booking to select your sessions by clicking here.

Click here to view the full programme

STEP 1: Enter the registration contact’s email address and password to access the group registration.
Note - you will not be able to enter the group registration with your own email address, unless you are the registration contact. Please use the log-in details of the person who originally created the group booking.
STEP 2: You will be taken to Booking Details page. Here you can click Edit next to your name.

<table>
<thead>
<tr>
<th>Registration contact’s details</th>
<th>Lisa Eastman</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BMJ, BMA House</td>
</tr>
<tr>
<td></td>
<td>Tavistock Square</td>
</tr>
<tr>
<td></td>
<td>London</td>
</tr>
<tr>
<td></td>
<td>WC1H 9JR</td>
</tr>
<tr>
<td></td>
<td>020 7874 7085</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:leestman@bmj.com">leestman@bmj.com</a></td>
</tr>
</tbody>
</table>

**Attendee 1:** Lisa Eastman (Delegate)

**Attendee 2:** Attendee 2 (Delegate)

**Attendee 3:** Attendee 3 (Delegate)

**Attendee 4:** Attendee 4 (Delegate)

**Attendee 5:** Attendee 5 (Delegate)

Please check that the details before are correct before proceeding through to the Workday page.
All rates are charged in US$ and exempt of GST.
Please note: you will only receive a confirmation email for this booking once payment has been successfully processed.

STEP 3: Check your details are correct on the Delegate Details page. Amend if necessary.

Delegate details

- **Title:** Miss
- **First name:** Lisa
- **Last name/ Surname:** Eastman
- **Job Title/ Position:** Event Assistant
- **Company/ Organisation:** BMJ
- **Address line 1:** BMJ, BMA House
- **Address line 2:** Tavistock Square
- **Town/ City:** London
- **Postcode/ Zip Code:** WC1H 9JR
- **Country:** England
- **Contact telephone number:** 020 7874 7085
- **Alternative email address:**
- **Profession:** Industry: Other
- **Speciality Interest:** None
STEP 4: Unless you are planning to amend the days in which you are attending, please click Proceed to be taken to the Session Selection page. *Note* - selecting additional days will affect the price of your registration.

Please select the days you wish to attend

Please note that the day booking options are as follows:
- Thursday only
- 2 day registration (Fri - Sat)
- 3 day registration (Thur - Sat)
To de-select an option/day, please click on the relevant tick box.

<table>
<thead>
<tr>
<th>Day</th>
<th>Attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 24th August 2017</td>
<td>✓</td>
</tr>
<tr>
<td>Friday 25th August 2017</td>
<td>✓</td>
</tr>
<tr>
<td>Saturday 26th August 2017</td>
<td>✓</td>
</tr>
</tbody>
</table>

STEP 5: Select your sessions

You have now reached the Session Selection page. A full list of session titles for each day will appear on your screen. You can either click on each session to find out more information or view the full programme [here](#). Once you have made your decision, please tick the sessions you wish to attend. Once chosen, click Next.
STEP 6: To confirm your session bookings, please click Complete Registration on the Booking Details page

Failure to do so will result in your changes not being saved and your record not being updated.

** Any changes made to the group registration, if correctly saved, should trigger an Amended Registration email, which would be sent to the registration contact **