



## 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.

#### Registration Amendment

\* Email address

\* Password

[Request login details](#)

Proceed

## STEP 2: You will be taken to Booking Details page.

Here you can click [Edit](#) next to your name.

### Booking Summary

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

Registration contact's details:	Lisa Eastman	<a href="#">Edit</a>
	BMJ BMJ, BMA House Tavistock Square London WC1H 9JR 020 7874 7085 leastman@bmj.com	
		<a href="#">Add Another Attendee</a>
Attendee 1:	Lisa Eastman (Delegate)	<a href="#">Delete</a> <a href="#">Edit</a>
Attendee 2:	Attendee 2 (Delegate)	<a href="#">Delete</a> <a href="#">Edit</a>
Attendee 3:	Attendee 3 (Delegate)	<a href="#">Delete</a> <a href="#">Edit</a>
Attendee 4:	Attendee 4 (Delegate)	<a href="#">Delete</a> <a href="#">Edit</a>
Attendee 5:	Attendee 5 (Delegate)	<a href="#">Delete</a> <a href="#">Edit</a>

## 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
* Specialty 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.

Day	Attend
Thursday 24th August 2017	<input checked="" type="checkbox"/>
Friday 25th August 2017	<input checked="" type="checkbox"/>
Saturday 26th August 2017	<input checked="" type="checkbox"/>

## 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**.

View as:  

Thursday 24th August 2017	Location	Book
08:00 - Thursday Registration	Default Location	<input checked="" type="checkbox"/>
09:00 - 17:00 <a href="#">M1: Healthcare Transformation</a>	Room 1	<input type="checkbox"/>
09:00 - 17:00 M2: Introduction to Quality Improvement 	Room 2	<input type="checkbox"/>
09:00 - 17:00 <a href="#">X1: Experience Day 1: Malaysia Healthcare Experience Visits</a>	Off-Site 1	<input type="checkbox"/>
09:00 - 17:00 <a href="#">X2: Experience Day 2: Patient Experience and Innovation Day</a>	Off-Site 2	<input type="checkbox"/>
09:00 - 17:00 <a href="#">X3: Experience Day 3: Learning from other industry - experience visit and workshop</a>	Off-Site 3	<input type="checkbox"/>
Friday 25th August 2017	Location	Book
08:00 - Friday - Saturday Registration	Default Location	<input checked="" type="checkbox"/>
08:45 - 09:15 Opening Ceremony	Plenary Hall	<input checked="" type="checkbox"/>
09:15 - 10:15 <a href="#">K1: Derek Feelev and Tan Sri Abu Bakar Suleiman</a>	Default Location	<input checked="" type="checkbox"/>
10:45 - 12:00 <a href="#">A1: Quality and Safety in Primary Care</a>	Room 1	<input type="checkbox"/>
10:45 - 12:00 <a href="#">A2: Malaysian Healthcare Quality Journey</a>	Room 2	<input type="checkbox"/>

**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.

Attendee 1:	Lisa Eastman (Delegate)	Delete	Edit
Attendee 2:	Attendee 2 (Delegate)	Delete	Edit
Attendee 3:	Attendee 3 (Delegate)	Delete	Edit
Attendee 4:	Attendee 4 (Delegate)	Delete	Edit
Attendee 5:	Attendee 5 (Delegate)	Delete	Edit

Description	Quantity	Unit price	Total
Thursday Registration 24/08/2017	5	US\$530.00	US\$2,650.00
Friday - Saturday Registration 25/08/2017	5	US\$1,050.00	US\$5,250.00
Discount: Earlybird	5	-US\$155.00	-US\$775.00
Discount: Group 5-20		-10%	-US\$447.50
		Total:	US\$6,677.50
		Grand total:	US\$6,677.50
		Outstanding:	US\$6,677.50

Enter promotional code

Update

Available payment methods

Invoice  Credit / Debit Card

Complete registration

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