International Forum Kuala Lumpur, Group Booking Guidelines

How to register
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.

Click here to register

STEP 1: You will be asked to select your booking type.
- If you will be attending as part of the group, please select *I am registering for myself and other people*.
- If you will not be attending, please select *I am registering on behalf of 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 it to be emailed to you.
STEP 3: Enter your (the registration contact’s) personal details.

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

STEP 5: Complete the Delegate Details page.

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

The booking options are:
- Thursday only
- Thursday - Saturday
- Friday - Saturday

Note - You can mix day selections within your group.
STEP 7: Select which sessions you / your first delegate wish to attend.  
*Note* - 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.

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### Booking Summary

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday Registration 24/08/2017</td>
<td>1</td>
<td>US$530.00</td>
<td>US$530.00</td>
</tr>
<tr>
<td>Friday - Saturday Registration 25/08/2017</td>
<td>1</td>
<td>US$1,050.00</td>
<td>US$1,050.00</td>
</tr>
<tr>
<td>Discount: Earlybird</td>
<td>1</td>
<td>US$155.00</td>
<td>US$155.00</td>
</tr>
</tbody>
</table>

Total: US$1,425.00  
Grand total: US$1,425.00  
Outstanding: US$1,425.00

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STEP 8: You will be taken to the Booking Summary page. Here you can click **Add Another Attendee** and continue with the booking until you have registered everyone in your group.
STEP 9: Once you have added all attendees, you will need to select your payment method.
The options are invoice (applicable for groups of 5 or more delegates) or credit/debit card. 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
- If you share the registration contact’s log-in details for group members to select their own sessions, once they have chosen, they must click the Complete registration button on the Booking Summary page in order for their choices to be saved.

If you have selected to pay by invoice - To ensure that your invoice is correct, we will contact you to confirm that your booking is complete before we issue your invoice. The following things will affect your invoice - If you plan to make any of the changes listed below please do let us know by email to events@bmj.com and we will delay sending your invoice until you have completed the booking.
- Adding additional delegates to your booking
- Removing delegates from your booking
- Changing any information of where/who the invoice should be addressed to (if you do not specify an invoice address we will use the registration contact’s details to send the invoice)
- Adding a purchase order number or reference number