

## 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.

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#### SELECT BOOKING MODE

- I am registering for myself
- I am registering on behalf of other people
- 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 it to be emailed to you.

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#### REGISTRATION

Please enter your email address

\* Email address

\* Confirm email address

If you are unable to remember your password and you do not receive an email reminder, please contact our customer services team on +44 (0)207 111 1106.

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### STEP 3: Enter your (the registration contact's) personal details.

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#### Registration Contact's Details

* Title	Choose one...
* 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	Choose one...
* Contact telephone number	020 7874 7085
Customer PO number	<input type="text"/>

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

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#### Attendee Email

* Attendee email address	<input type="text"/>
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#### 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.

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### Select Attendee Type

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

- Delegate
- Speaker
- Student
- Exhibitor / Sponsor
- Complimentary
- Partner Organisation
- Malaysian Partner Attendee
- SHINE network attendee
- Ministry of Health Malaysia Attendee

#### 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.

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### 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 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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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 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.

### 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>

Description	Quantity	Unit price	Total
Thursday Registration 24/08/2017	1	US\$530.00	US\$530.00
Friday - Saturday Registration 25/08/2017	1	US\$1,050.00	US\$1,050.00
Discount: Earlybird	1	-US\$155.00	-US\$155.00
		Total:	US\$1,425.00
		Grand total:	US\$1,425.00
		Outstanding:	US\$1,425.00

**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.

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

Available payment methods  
 Invoice  Credit / Debit Card

**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

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](mailto: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