**International Forum New Delhi, Booking Guidelines**

**How to register**

[Click here to register](https://iceindia.eventsair.com/ifqsh20/ifqsh2020/Site/Register)

If you wish to book between 1-49 delegates, please download the group import template by clicking [**HERE**](https://iceindia.eventsair.com/ifqsh20/ifqsh2020/Site/Register). Once completed, please send the template to ifqsh20@iceindia.in. Our team will send you the invoice for processing. **Please note:** All group members should be from the same organisation and an invoice will be raised in the name of Group Leader (mentioned in the template).

**STEP 1: You will be asked to select your booking type.**

* If you are completing an individual registration, select Individual booking
* If you will be attending as part of the group, please download the group import template by clicking [**HERE**](https://az659834.vo.msecnd.net/eventsairseasiaprod/production-iceindia-public/c985525e74fd4ca6b1ec6bd4568d3224). Once completed, please send the template to ifqsh20@iceindia.in.





**STEP 2: Enter your contact details**



**STEP 3:You will be taken to the Booking Summary page.** You will need to accept the event terms and conditions.



**STEP 4: 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 payment page or to a page confirming your booking.

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 ifqsh20@iceindia.in and we can wait until your booking is finalised to raise the invoice. The following things can affect your invoice:

**STEP 5:** Once you have registered and made payment, within 72 hours you will receive an invitation to complete your registration from events@bmj.com

To finalise your booking, you will need to check your details and select your sessions on our booking platform. Please complete the following steps:

1. **Access your booking from the link in the email**

2. Check your personal details and update if necessary

3. Select your sessions

4. Click '**complete registration'**.

**Your booking will not be finalised until the above steps have been processed and you have received a booking confirmation email.**

If you do not find the answer to your question here, please email our team at events@bmj.com or call +44(0) 207 111 1105. Our office hours are Monday - Friday, 9am - 5pm (GMT).