



## International Forum Brisbane, Booking Guidelines

### How to register

**Register Here**

*If you are booking in a group, 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.*

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

- If you are completing an individual registration, select I am registering for myself.
- If you will **not** be attending, please select I am registering on behalf of other people.
- If you will be attending as part of the group, please select I am registering for myself and other people.

### Registration 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 for a password reset link to be emailed to you.*

## Registration

Please enter your email address

\* Email address

\* Confirm email address

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

#### Registration Contact's Details

\* Title

\* First name

\* Last name

\* Job Title Position

\* Company/Organisation

\* Address line 1

\* Address line 2

\* Town/City

\* Postcode/ZIP Code

\* Country

\* Contact telephone number

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Please create or update the password field below. This will allow you to access your booking at a later date.

\* Password

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

#### Attendee Email or Username

\* Attendee email address

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**STEP 4: Select attendee type. Please note that you cannot apply for 'Student' or 'Teacher' unless you have applied for, and been given a verification code for one of these categories.**

## Attendee Type

- Delegate Registration
- Speaker Registration
- Student Registration
- Complimentary Registration
- Supporting Partner
- Complimentary Registration (Thurs & Fri)
- ACHS Member Registration
- CEQ Member Registration

## Step 5: Enter your personal details, or the details of the first attendee in the group.

### Delegate Registration Details

\* Title

\* First name

\* Last name

\* Job Title/Position

\* Company/Organisation

\* Address line 1

Address line 2

\* Town/City

\* Postcode/ZIP Code

\* Country

\* Contact telephone number

Alternative email address

\* Profession

\* Specialty Interest

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\* Please enter your Supporting partner verification code

\* What organisation/network did you receive this code from?

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

The booking options are:

Wednesday - Friday

Thursday - Friday

You can mix day selections within your group.

**Step 7: You will be taken to the Booking Summary page.** If you are booking additional delegates in a group, here you can click Add Another Attendee and continue with the booking until you have registered everyone in the group.

## Registration Details

Registration contact's details: Marina Antanasiotis (Incomplete) [Edit](#)

BMJ  
BMA House, Tavistock Square  
-  
London  
W1CH  
000

[Add Another Attendee](#)

Attendee 1: Marina Antanasiotis (CEQ Member Registration) [Delete](#) [Edit](#)

Description	Quantity	Unit price	Total
Wednesday registration 06/11/2024	1		
Thursday & Friday registration 07/11/2024	1		
Wednesday-Friday	1	AUD\$1,844.84	AUD\$1,844.84
		Total:	AUD\$1,844.84
		VAT (GST):10%	AUD\$184.48
		Grand total:	AUD\$2,029.32
		Outstanding:	AUD\$2,029.32

Available payment methods  
 Credit / Debit Card

[Complete registration](#)

**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 Worldpay payment page or to a page confirming your booking.

### Please note:

- The booking confirmation email will be sent to you shortly.
- For amendments made to the booking, you **must click** the pay now button on the Booking Summary page in order for them to be saved.

Once you pay via Worldpay, you will receive a separate email with confirmation of your transaction.

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 [events@bmj.com](mailto:events@bmj.com) and we can wait until your booking is finalised to raise the invoice. The following things can affect your invoice:

- Adding additional delegates to your booking
- Removing delegates from your booking
- Changing any information of where/ who the invoice should be addressed to
- Adding a purchase order number or reference number