



International Forum Brisbane, Booking Guidelines

How to register

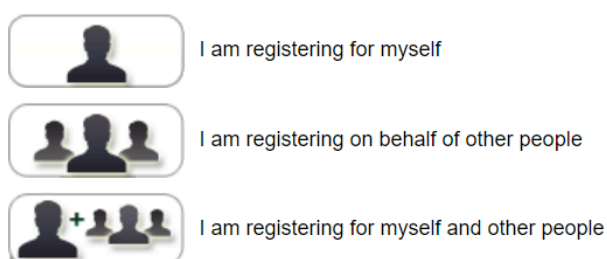
[Register Here](#)

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



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

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

[Back](#)

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	Choose one... ▼
* First name	<input type="text"/>
* Last name	<input type="text"/>
* Job Title/Position	<input type="text"/>
* Company/Organisation	<input type="text"/>
* Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
* Town/City	<input type="text"/>
* Postcode/ZIP Code	<input type="text"/>
* Country	Choose one... ▼
* Contact telephone number	<input type="text"/>
Alternative email address	<input type="text"/>
* Profession	Choose one... ▼
* Specialty Interest	Choose one... ▼

* Please enter your Supporting partner verification code	<input type="text"/>
* What organisation/network did you receive this code from?	Choose one... ▼

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 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