

International Forum Copenhagen, Booking Guidelines

How to register

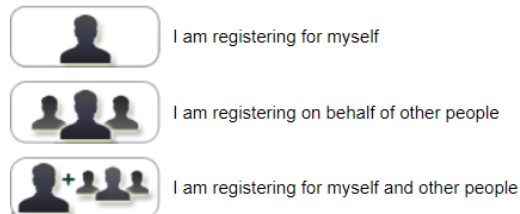
[Click here to register](#)

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

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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

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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.

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. We will also be checking that addresses match the country specification when choosing one of our discounted country rates. Please check our [website](#) for more information on discounted rates, and to see if your country qualifies.

- Delegate
- Speaker
- Student
- BMJ Staff
- IHI Staff / Current Fellows
- Exhibitor / Sponsor
- Complimentary
- Teacher

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

* Title	Ms
* First name	Emily
* Last name	Dobie
* Job Title	Events Assistant
* Company/Organisation	BMJ
* Address line 1	-
Address line 2	-
* Town/City	-
* Postcode/Zip Code	-
* Country	England
* Contact telephone number	000
Alternative email address	
* Profession	Choose one...
* Specialty Interest	Choose one...

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

The booking options are:

Monday only

Monday - Wednesday

Tuesday - Wednesday

You can mix day selections within your group.

Day	Attend
Monday 15 May	<input type="checkbox"/>
Tuesday 16 May	<input type="checkbox"/>
Wednesday 17 May	<input type="checkbox"/>

Step 7: Select which sessions you / your first delegate wish to attend [Programme launching December 2022]

Step 8: 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.

Attendee 1: Rachel Buss (Delegate) Delete Edit

Description	Quantity	Unit price	Total
Monday Registration 15/05/2023	1	£427.50	£427.50
Tuesday - Wednesday Registration 16/05/2023	1	£973.33	£973.33
Discount: Earlybird discount	1	-£129.16	-£129.16
Monday - Wednesday	1		
		Total:	£1,271.67
		VAT:25%	£317.92
		Grand total:	£1,589.59
		Outstanding:	£1,589.59

Enter promotional code

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