The International Forum on Quality and Safety in Healthcare, Copenhagen 2023, Booking Guidelines

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 login 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.

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.

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

Registration Contact's Details

* Title	Choose one… ▼
* First name	
* Last name	
* Job Title/Position	
* Company/Organisation	
* Address line 1	
Address line 2	
* Town/City	
* Postcode/Zip Code	
* Country	Choose one… ▼
* 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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IMPORTANT

STEP 4: Select 'Forum15' as the attendee type.

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 Registration
- ○ Speaker Registration
- ○ Complimentary Registration
- ○ Student Registration
- ○ Faculty/Teacher
- ○ Exhibitor / Sponsor
- ● Forum15
- ○ Forum20
- ○ Forum25
- ○ Forum30
- ○ BMJ Staff

Step 5: Enter your personal details or the details of the first attendee in the group. When prompted, enter your Forum15 verification code 'wellbeing15' and select your organisation from the drop-down menu

* Please enter your Forum15 verification code	wellbeing15
* What organisation/network did you receive this code from?	NHS England & Improve ∨

STEP 6: Select which days you / your first delegate would like to attend.
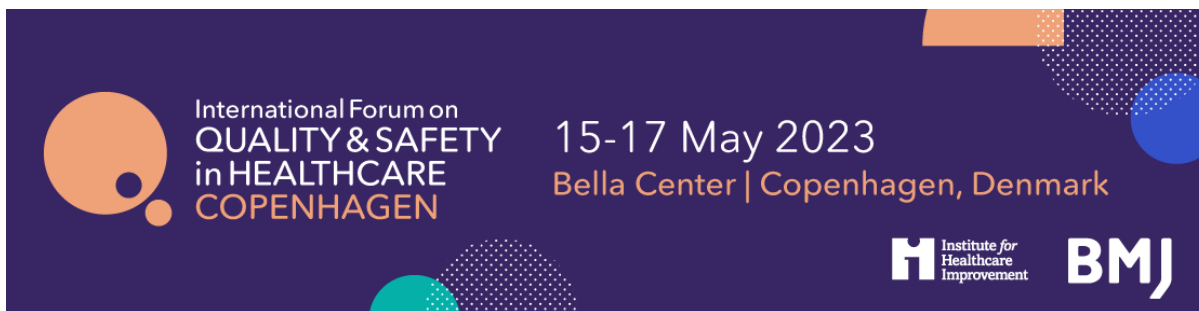**The booking options are**

Monday - Wednesday
Tuesday and Wednesday

You can mix day selections within your group.

Days

Please select the days you would like to attend

Day	Attend
Monday 15 May	☑
Tuesday 16 May	☑
Wednesday 17 May	☑

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Step 7: Select which sessions you / your first delegate wish to attend

Please note that the full programme will be published by end of December 2022. If you register prior to this we will contact you to select sessions when they are launched.

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.


Once you have completed registration, you will need to select your payment method.

The available method is a 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 a confirmation of your transaction.
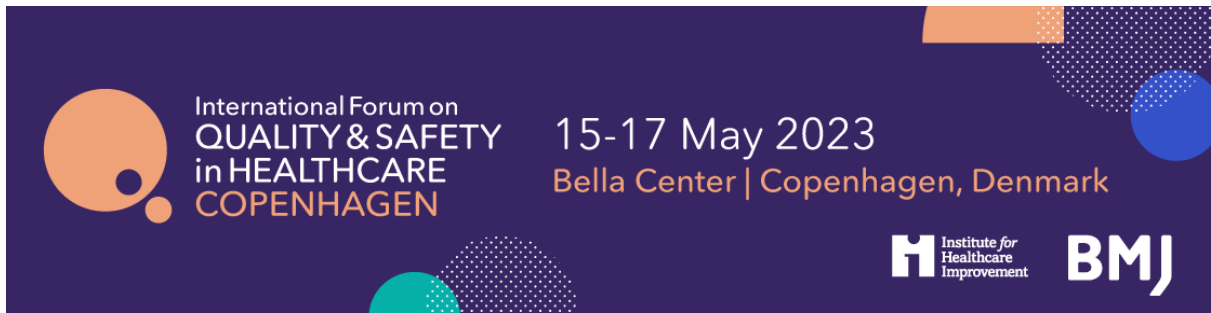
If you pay via invoice (available to groups of 5+ delegates only), the invoice will be issued in 5-7 working days. If you anticipate any major changes to the group, please contact events@bmj.com and we can wait until your booking is finalised to raise the invoice. The following things can affect your invoice:

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

All registration confirmation emails will go directly to attendee's email addresses.