



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.

Select Booking 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

If you are unable to remember your password and you do not receive an email reminder please contact our customer service team on +44 (0)207 111 1106.

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

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Registration Contact's Details

* Title	Ms
* First name	Emily
* Last name	Dobie
* Job Title/Position	Event Assistant
* Company/Organisation	BMJ
* Address line 1	BMA House
Address line 2	Tavistock Square
* Town/City	London
* Postcode/Zip Code	WC1H 9JP
* Country	England
* Contact telephone number	000

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

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

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Attendee Email

* Attendee email address	
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STEP 4: Select your / your first delegate's attendee category.

Note - the group discount applies only to the Delegate attendee type. If you add any other attendee types (i.e. Speaker or Student), they will not contribute to the number for the group discount.

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Select Attendee Type

Please note that you can only register as 'Delegate' unless you have applied for, and been given a verification code for one of the other categories.

- Delegate
- Student
- Teacher
- Exhibitor / Sponsor
- BMJ Staff
- IHI Staff / Current Fellows
- Speaker
- Complimentary
- Forum15
- Forum20
- Forum25

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STEP 5: Complete the Delegate Details page.

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

The booking options are:

- Tuesday only
- Tuesday - Thursday
- Wednesday - Thursday

Please select the days you wish to attend

Please note that the day booking options are as follows

- Tuesday only
- 2 day registration (Wednesday - Thursday)
- 3 day registration (Tuesday - Thursday)

To de-select an option/day, please click on the relevant tick box.

Day	Attend
Tuesday 28 April	<input checked="" type="checkbox"/>
Wednesday 29 April	<input checked="" type="checkbox"/>
Thursday 30 April	<input checked="" type="checkbox"/>

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Note - You can mix day selections within your group.

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

Note - for group bookings, if you do not know each person's session choices, you can give them your (the registration contact's) email address and password which will allow them to log into the booking at a later date in order to select their sessions.

Agenda

All Tuesday 28 April Wednesday 29 April

07:30 (Tuesday 28 April)

🕒 07:30 - 08:00

Tuesday Registration

Book this

07:30 (Wednesday 29 April)

🕒 07:30 - 07:45

Wednesday - Thursday Registration

Book this

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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.

Booking Summary

Please check that the details below are correct before proceeding through to the Worldpay page.
Please note: you will only receive a confirmation email for this booking once payment has been successfully processed

Registration contact's details: Emily Dobie Edit

BMJ
BMA House
Tavistock Square
London
WC1H 9JP
000
1@example.com

Add Another Attendee

Attendee 1: Emily Dobie (Delegate) Delete Edit

IMPORTANT
You must click the 'complete registration' or 'pay now' button to confirm your booking.
Please note, we can only issue invoices for group bookings of 5 or more attendees.

Description	Quantity	Unit price	Total
Tuesday Registration	1	£427.50	£427.50
Wednesday-Thursday Registration	1	£973.33	£973.33
Discount: Early bird discount	1	-£129.16	-£129.16
		Total:	£1,271.67
		VAT:25%	£317.92
		Grand total:	£1,589.59
		Outstanding:	£1,589.59

Available payment methods

Credit / Debit Card

Complete registration

STEP 9: 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.

Attendee 1:	Emily Dobie (Delegate)	Delete	Edit
Attendee 2:	Attendee 2 (Delegate)	Delete	Edit
Attendee 3:	Attendee 3 (Delegate)	Delete	Edit
Attendee 4:	Attendee 4 (Delegate)	Delete	Edit
Attendee 5:	Attendee 5 (Delegate)	Delete	Edit

IMPORTANT

You must click the 'complete registration' or 'pay now' button to confirm your booking. Please note, we can only issue invoices for group bookings of 5 or more attendees.

Description	Quantity	Unit price	Total
Tuesday Registration	5	£427.50	£2,137.50
Wednesday-Thursday Registration	5	£973.33	£4,866.65
Discount: Early bird discount	5	-£129.16	-£645.80
Discount: Groups 5-20		-10%	-£422.10
		Total:	£5,936.25
		VAT:25%	£1,484.06
		Grand total:	£7,420.31
		Outstanding:	£7,420.31

Available payment methods

Credit / Debit Card Invoice

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Please note:

- The booking confirmation email will be sent to the registration contact only.
- For amendments made to the booking, you **must** click the [Complete registration](#) button on the Booking Summary page in order for them to be saved.

If 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@bmi.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