

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 <u>I am registering on behalf of other people</u>.
- If you will be attending as part of the group, please select <u>I am registering for myself and other people</u>.

Select Booking 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.

| | | | Progress |] | |
|--|--------------------------|-----------------------|-----------------------------|----------------------|------------------|
| REGISTRATION | | | | | |
| Please enter your email address | | | | | |
| * | Email address | | | | |
| * Confirm | email address | | | | |
| | | | | | |
| If you are unable to remember your passw | ord and you do not recei | ve an email reminder, | please contact our customer | services team on +44 | (0)207 111 1106. |
| Back | | | | | |

Proceed

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

| | Progress | |
|--|------------------|---------|
| Registration Contact's Details | | |
| * Title | Ms • | |
| * First name | Emily | |
| * Last name/Surname | Dobie | |
| * Job Title/Position | Events Assistant | |
| Company/Organisation | ВМЈ | |
| * Address line 1 | BMA House | |
| Address line 2 | Tavistock Square | |
| * Town/City | London | |
| * Postcode/Zip Code | WC1H 9JP | |
| * Country | England ▼ | |
| Contact telephone number | | |
| * Does the billing address differ to the above address | Yes No | |
| Customer PO Number | | |
| | | |
| * Password | ••••• | |
| Back | | Proceed |
| | | |
| | | |

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

| | | Progress | | |
|---|--------------------------|----------|---|---------|
| | | | | |
| Attendee Email | | | | |
| , ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | | 1 | |
| | * Attendee email address | | | |
| | | | | |
| Back | | | | Proceed |

STEP 4: Select 'Forum15' attendee category.

| Select Attendee Type | |
|--|---|
| Please note that you can only register as 'Delegate' unless you have | e 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 Greenshirts Exhibitor badges Forum15 |
| | Forum20 Forum25 |
| Back | Proceed |

STEP 5: Complete the Delegate Details page and enter the verification code 'Explore15'. Select your organisations name from the dropdown menu.

To view our terms and conditions click here, and to read our privacy policy click here. By ticking the box below and proceeding through your registration, you are hereby agreeing to these terms and conditions.

* Yes, I agree to the terms and conditions of registration

* International Forum earlybird deadline

Active
De-active

For this event we are offering an event app. This means some of the details you provide in your registration (name, company and position) will appear in the attendee list within the app. Please tick to acknowledge and accept.

Please enter your Forum15 verification code

Explore15

What organisation/network did you receive this code from?

Choose one...

Proceed

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

The booking options are:

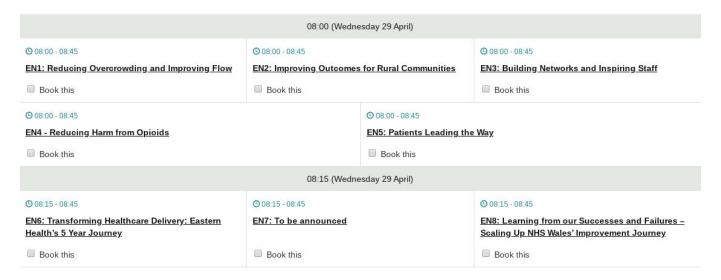
- Tuesday only
- Tuesday Thursday
- Wednesday Thursday

Note - You can mix day selections within your group.

| lease select the days you wish to attend ease note that the day booking options are as follows | |
|--|--------|
| Tuesday only day registration (Wednesday - Thursday) day registration (Tuesday - Thursday) | |
| o de-select an option/day, please click on the relevant tick box. | |
| o de-select an option/day, please click on the relevant tick box. Day | Attend |
| | Attend |
| Day | |

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.



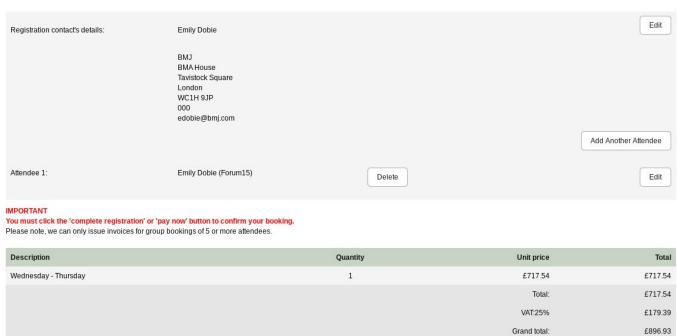
STEP 8: You will be taken to the Booking Summary page.

If you are booking additional delegates in a group, here you can click <u>Add Another Attendee</u> 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

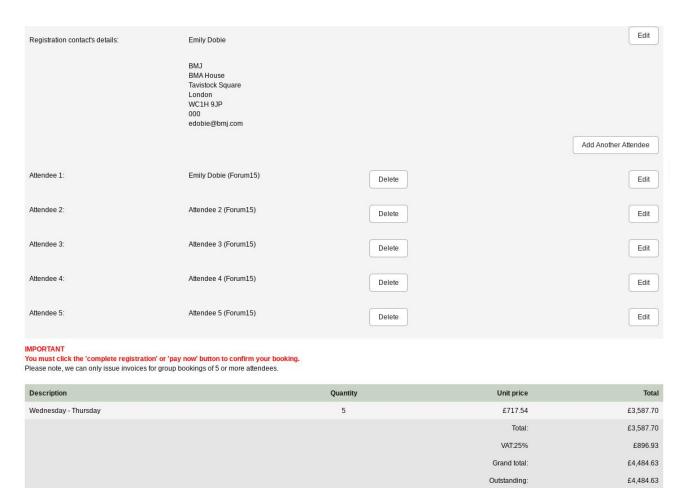


Outstanding:

£896.93

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 <u>Pay Now</u> / <u>Complete Registration</u> 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 the registration contact only.
- For amendments made to the booking, you must click the 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@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

Please click Complete registration to confirm your booking.