

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	n email address				
If you are unable to remember your passw	vord and you do not recei	ve an email reminder,	please contact our customer	services team on +44	(0)207 111 1106.
Back					

Proceed

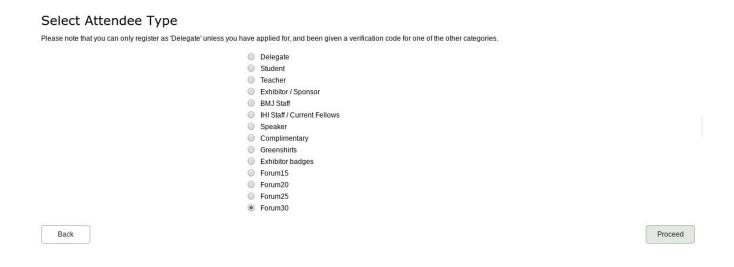
STEP 3: Enter your (the registration contact's) personal details.

Progress	
Ms v	
Emily	
Dobie	
Events Assistant	
ВМЈ	
BMA House	
Tavistock Square	
London	
WC1H 9JP	
England ▼	
○ Yes ● No	
••••••	* v
	Proceed
	Ms Emily Dobie Events Assistant BMJ BMA House Tavistock Square London WC1H 9JP England

** 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 'Forum30' attendee category.



STEP 5: Complete the Delegate Details page and enter the verification code 'Transform30'. 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.



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

The booking options are:

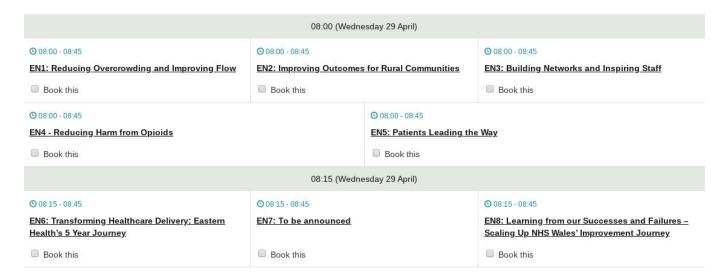
- Tuesday only
- Tuesday Thursday
- Wednesday Thursday

Note - You can mix day selections within your group.

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 Wednesday 29 April Thursday 30 April

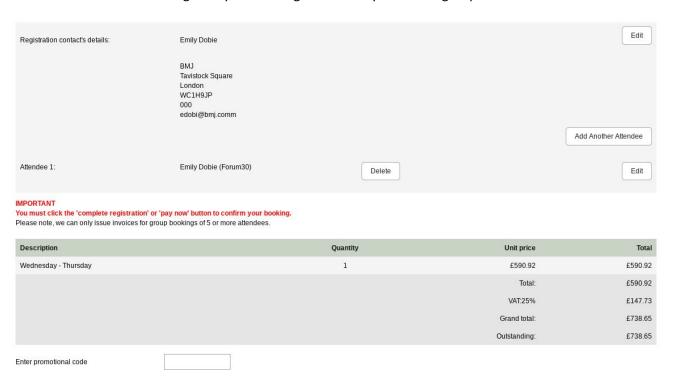
STEP 7: Select which sessions you / your first delegate wish to attend.

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.



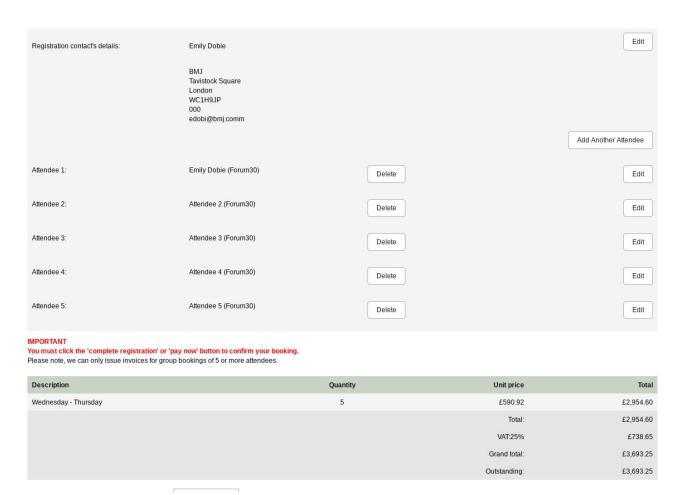
STEP 8: You will be taken to the Booking Summary page.

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.



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.