

## **International Forum Copenhagen, Session Selection Guidelines**

Access an existing booking by clicking here

Click here to view the full programme

# STEP 1: You will need to enter the same email address and password that you registered with to access your record before clicking <u>Proceed</u>.

If you are part of a <u>group booking</u>, you will not be able to enter the group registration with your own email address, unless you are the registration contact. Please request the unique amendment link from the registration contact (they will have received this in the booking confirmation email).

| Registration Amendment |         |
|------------------------|---------|
| * Email address        |         |
| * Password             |         |
| Request login details  |         |
|                        | Proceed |

#### STEP 2: You will be taken to Booking Details page.

Here you can click the second <u>Edit</u> next to your name.

| Registration contact's details: | Emily Dobie                                                       |        | Edit                 |
|---------------------------------|-------------------------------------------------------------------|--------|----------------------|
|                                 | BMJ BMA House Tavistock Square London WC1H 9JP 000 edobie@bmj.com |        | Add Another Attendee |
| Attendee 1:                     | Emily Dobie (Delegate)                                            | Delete | Edit                 |

#### STEP 3: Check your details are correct on the Delegate Details page.

Amend if necessary. Click Proceed.

| Progress         |                                                                                                    |                                                                                                              |
|------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|                  |                                                                                                    |                                                                                                              |
|                  |                                                                                                    |                                                                                                              |
| Ms v             |                                                                                                    |                                                                                                              |
| Emily            |                                                                                                    |                                                                                                              |
| Doble            |                                                                                                    |                                                                                                              |
| Events Assistant |                                                                                                    |                                                                                                              |
| ВМЈ              |                                                                                                    |                                                                                                              |
| BMA House        |                                                                                                    |                                                                                                              |
| Tavistock Square |                                                                                                    |                                                                                                              |
| London           |                                                                                                    |                                                                                                              |
| WC1H 9JP         |                                                                                                    |                                                                                                              |
| England ▼        |                                                                                                    |                                                                                                              |
|                  |                                                                                                    |                                                                                                              |
| ○ Yes ● No       | 1                                                                                                  |                                                                                                              |
|                  |                                                                                                    |                                                                                                              |
| [                | 1                                                                                                  |                                                                                                              |
|                  |                                                                                                    |                                                                                                              |
|                  |                                                                                                    | Proceed                                                                                                      |
|                  | Ms  Emily  Dobie  Events Assistant  BMJ  BMA House  Tavistock Square  London  WC1H 9JP  England  T | Ms  Emily  Doble  Events Assistant  BMJ  BMA House  Tavistock Square  London  WC1H 9JP  England  ▼  Yes ® No |

### STEP 4: Unless you are planning to amend the days in which you are attending, please click **Proceed** to be taken to the Session Selection page.

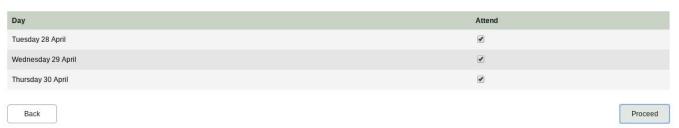
*Note* - selecting additional days will affect the price of your registration.

| Diana  | anlant | +4- | 4-11- |     | winh | +- | attend |
|--------|--------|-----|-------|-----|------|----|--------|
| Please | select | tne | uavs  | vou | WISH | LΟ | attenu |

Please note that the day booking options are as follows

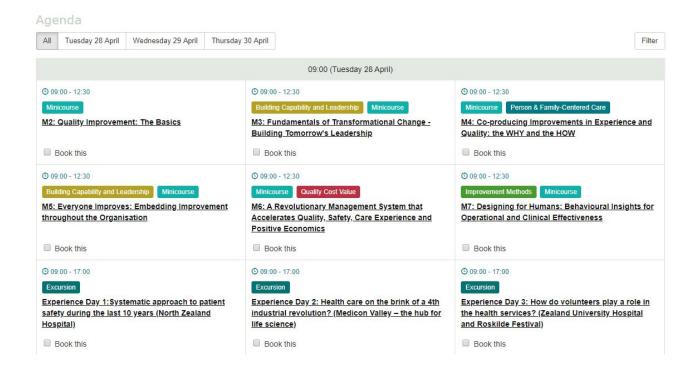
- · Tuesday only
- 2 day registration (Wednesday Thursday)
   3 day registration (Tuesday Thursday)

To de-select an option/day, please click on the relevant tick box.  $\label{eq:click} % \begin{center} \end{center} \begin{center} \end{center}$ 



#### **STEP 5: Select your sessions**

You have now reached the Session Selection page. A full list of session titles for each day will appear on your screen. You can either click on each session to find out more information or view the full programme <a href="here">here</a>. Once you have made your decision, please tick the sessions you wish to attend. Once chosen, click <a href="Next">Next</a>.



#### STEP 6: To confirm your session bookings, please click <u>Complete Registration</u> on the Booking Details page

Failure to do so will result in your changes not being saved and your record not being updated.

| Description                                 | Quantity | Unit price   | Total        |
|---------------------------------------------|----------|--------------|--------------|
| Monday Registration 10/09/2018              | 1        | US\$530.00   | US\$530.00   |
| Tuesday - Wednesday Registration 11/09/2018 | 1        | US\$1,050.00 | US\$1,050.00 |
| Discount: Earlybird discount                | 1        | -US\$155.00  | -US\$155.00  |
| Monday-Wednesday                            | 1        |              |              |
|                                             |          | Total:       | US\$1,425.00 |
|                                             |          | VAT:10%      | US\$142.50   |
|                                             |          | Grand total: | US\$1,567.50 |
|                                             |          | Outstanding: | US\$1,567.50 |
| inter promotional code                      |          |              | Update       |
|                                             |          |              | Opuate       |
| Available payment methods                   |          |              |              |

