International Forum Glasgow, Session Selection Guidelines

Access an existing booking by clicking here

Click here to view the full programme

(available from October 2018)

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 Edit next to your name.

Registration Details

Please check that the details below are correct before proceeding through to the Worldpay page.

Please note: the registration contact will only receive a confirmation email for this booking once payment has been successfully processed.

Registration ref:	JC15821300061		
Status:	Unpaid		
Registration date:	28/11/2017 18:12		
Registration contact's details:	Lisa Eastman		Edit
	BMJ BMJ, BMA House Tavistock Square London WC1H 9JR 020 7874 7085 leastman@bmj.com		
			Add Another Attendee
Attendee 1:	Lisa Eastman (Delegate)	Delete	Edit



STEP 3: Check your details are correct on the Delegate Details page. Amend if necessary. Click <u>Proceed</u>.

Delegate details

* Title	Miss ▼
* First name	Lisa
* Last name/ Surname	Eastman
* Job Title/ Position	Event Assistant
* Company/ Organisation	ВМЈ
* Address line 1	BMJ, BMA House
Address line 2	Tavistock Square
* Town/ City	London
* Postcode/ Zip Code	WC1H 9JR
* Country	England ▼
* Contact telephone number	020 7874 7085
Alternative email address	
* Profession	Industry: Other ▼
* Specialty Interest	None •

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

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

Please select the days you wish to attend

Please note that the day booking options are as follows

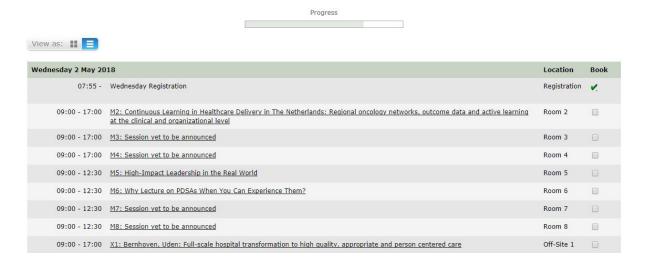
- · Wednesday only
- 2 day Registration (Thur Fri)
- 3 day Registration (Wed Fri)

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

Wednesday 2 May 2018	-	
	€	
Thursday 3 May 2018	•	
Friday 4 May 2018	€	

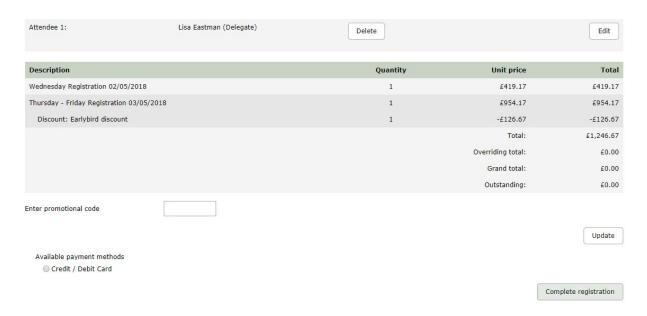
STEP 5: Select your sessions

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 here. Once you have made your decision, please tick the sessions you wish to attend. Once chosen, click Next.



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.



^{**} Any changes made to the registration, if correctly saved, should trigger an Amended Registration email, which would be sent to the registration contact **