



## The International Forum on Quality and Safety in Healthcare, Gothenburg 2022, Booking Guidelines


[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.

### Registration 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

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

#### Registration Contact's Details

\* Title

\* First name

\* Last name

\* Job Title/Position

\* Company/Organisation

\* Address line 1

Address line 2

\* Town/City

\* Postcode/Zip Code

\* Country

\* Contact telephone number

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

\* Password

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

#### Attendee Email or Username

\* Attendee email address

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### STEP 4: Select 'SALAR Student' as attendee type.

#### Select Attendee Type

Please note that you cannot apply for 'Student' or 'Teacher' unless you have applied for, and been given a verification code for one of these categories. We will also be checking that addresses match the country specification when choosing one of our discounted country rates. Please check our [website](#) for more information on discounted rates, and to see if your country qualifies.

- Delegate
- Speaker
- Student
- BMJ Staff
- IHI Staff / Current Fellows
- Exhibitor / Sponsor
- Complimentary
- Teacher
- SALAR
- SALAR Student
- Forum15
- Forum20
- Forum25
- Forum30

**Step 5: Enter your personal details, or the details of the first attendee in the group. When prompted, enter your SALAR verification code 'creatingtomorrow2022'.**

\* Please enter your SALAR verification code

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

**The booking options are:**

Wednesday only

Wednesday - Friday

Thursday - Friday

## Days

Please select the days you would like to attend

Day	Attend
Wednesday 30 March	<input type="checkbox"/>
Thursday 31 March	<input checked="" type="checkbox"/>
Friday 1 April	<input checked="" type="checkbox"/>

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You can mix day selections within your group.

**Step 7: Select which sessions you / your first delegate wish to attend [Programme launching December 2021]**

**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: -- Edit

--  
--  
--  
--  
--  
0  
edjubg@bmj.com

Add Another Attendee

Attendee 1: -- (SALAR Student) Delete Edit

Description	Quantity	Unit price	Total
Thursday - Friday	1	£150.00	£150.00
		Total:	£150.00
		VAT:25%	£37.50
		Grand total:	£187.50
		Outstanding:	£187.50

Available payment methods  
 Credit / Debit Card

Complete registration

**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.

### Please note:

- The booking confirmation email will be sent to you shortly.
- For amendments made to the booking, you **must click** the pay now button on the Booking Summary page in order for them to be saved.

Once 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](mailto: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

**All registration confirmation emails will go directly to attendee's email addresses.**