



International Forum on Quality and Safety in Healthcare, Hong Kong 2024, Booking Guidelines - Hong Kong Partners




[Register Here](#)

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 login 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.

Please enter your email address to begin your registration.

If you have previously registered for a BMJ event, please enter the password for your account. If you cannot remember your password, please select 'request login details'.

Please enter your email address

* 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

* Address line 1

Address line 2

Town/City

Postcode

* Country

* Contact Phone Number

* Password ?

**** If you choose 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

IMPORTANT

STEP 4: Select 'Hong Kong Partners' as the attendee type. If you do not do this, your discount will not be applied.



Please Select your Attendee Type

- Delegate Registration
- Speaker Registration
- Student Registration
- Complimentary Registration
- Hospital Authority Hong Kong Registration
- Hong Kong Partners
- International Partners

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Proceed

Step 5: Enter your details or the details of the first attendee in the group. When prompted, enter your **Hong Kong Partners verification code 'Horizon2024' and select your organisation from the drop-down menu**

* Please enter your Hong Kong Partner Verification Code:

* What organisation did you receive this verification code from?

* Do you have any special requirements? (eg dietary or access requirements)

Sustainability
To better understand our impact, and make effective changes, we would appreciate your support in completing the questionnaire.

* Part 1: How are you planning to travel to the event (for the majority of your journey)?

Choose one...

- British Medical Association (Hong Kong)
- Chinese University of Hong Kong Faculty of Medicine (School of Public Health & Primary Care)
- Chinese University of Hong Kong Medical Centre
- Gleneagles Hospital (IHH Hospital Group)
- Hong Kong Academy of Medicine
- Hong Kong Academy of Nursing
- Hong Kong Chinese Medical Association
- Hong Kong Medical Association
- Hong Kong Polytechnic University (Faculty of Health and Social Sciences)
- Hong Kong Private Hospitals Association
- Hong Kong University (Faculty of Medicine)
- New Frontier Health

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

- Monday only
- Monday - Wednesday
- Tuesday and Wednesday

You can mix day selections within your group.

Days

Please select the days you would like to attend

Day	Attend
Day 1 - Monday 26 August	<input checked="" type="checkbox"/>
Day 2 - Tuesday 27 August	<input checked="" type="checkbox"/>
Day 3 - Wednesday 28 August	<input checked="" type="checkbox"/>



Step 7: 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.

Attendee 1: Marina Antanasiotis (Hong Kong Partners) Delete Edit

Description	Quantity	Unit price	Total
Monday Registration 26/08/2024	1		
Tuesday & Wednesday Registration 27/08/2024	1		
Monday-Wednesday	1	HK\$9,272.00	HK\$9,272.00
		Total:	HK\$9,272.00
		Grand total:	HK\$9,272.00
		Outstanding:	HK\$9,272.00

Available payment methods
 Invoice Credit / Debit Card

Complete registration

Once you have completed registration, you will need to select your payment method.

The available methods are invoice and credit/debit card.

However, please note 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 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 for them to be saved.

Once you pay via Worldpay, you will receive a separate email with a 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 about 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.

Access to the platform to book your sessions will be made available as part of your registration confirmation email.
