

International Forum on Quality and Safety in Healthcare, London 2024, 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 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

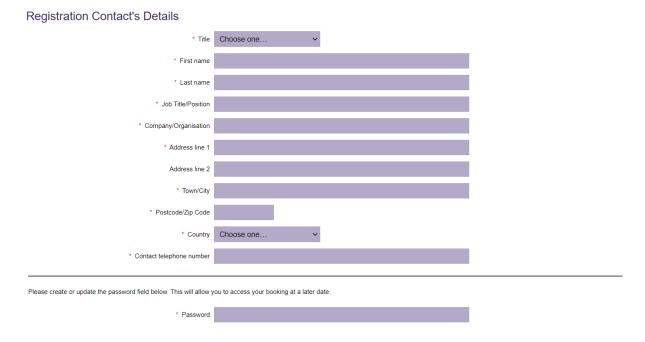


STEP 2: Enter your (the registration contact's) email address.

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.

** If you choose <u>I am registering on behalf of other people</u>, you will be prompted here to enter your first attendee's email address **

Attendee Email or Username					
* Attendee email address					
Back		Proceed			
IMPORTANT					
-					
STEP 4: Select 'Forum25' as the a	ttendee type. If you do not do this your di	scount will not be			
applied.					
Attendee Type					
Please note that you cannot apply for 'Student' or 'Teacher' un	less you have applied for, and been given a verification code for one of these categorie of our discounted country rates. Please check our website for more information on dis				
0	Delegate Registration				
	Speaker Registration				
0	Complimentary Registration				
0	Student Registration				
0	Faculty/Teacher				
0	Exhibitor / Sponsor				
0	Forum15				
0	Forum20				
۲	Forum25				
Back		Proceed			
Headline Sponsor					

Step 5: Enter your details or the details of the first attendee in the group. When prompted, enter your Forum25 verification code 'adapt25' and select your organisation from the drop-down menu

* Please enter your Forum25 verification code	adapt25		
What organisation/network did you receive this code from?	~		
* Do you have any special requirements? (eg dietary or access requirements)	NHS England Health Foundation Danish Society for Patient Safety (PS!) No		

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

Wednesday - Friday Thursday and Friday

You can mix day selections within your group.

Days Please select the days you would like to attend	
Day	Attend
Wednesday 10 April	
Thursday 11 April	
Friday 12 April	

Step 7: 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.

Attendee 1:	Emma Miles (Forum25)	Delete		Edit
Description		Quantity	Unit price	Total
Wednesday registration 10/04/	/2024	1		
Thursday & Friday registration	11/04/2024	1		
Wednesday - Friday		1	£1,113.66	£1,113.66
			Total:	£1,113.66
			VAT (�):20%	£222.73
			Grand total:	£1,336.39
			Outstanding:	£1,336.39
Enter promotional code				
				Update

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

The available method is a 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 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 <u>events@bmj.com</u> 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.