



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

 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 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

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IMPORTANT

STEP 4: Select 'Forum25' as the attendee type. If you do not do this your discount will not be applied.

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 Registration
- Speaker Registration
- Complimentary Registration
- Student Registration
- Faculty/Teacher
- Exhibitor / Sponsor
- Forum15
- Forum20
- Forum25

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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

What organisation/network did you receive this code from?

* Do you have any special requirements? (eg dietary or access requirements) 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 | <input checked="" type="checkbox"/> |
| Thursday 11 April | <input checked="" type="checkbox"/> |
| Friday 12 April | <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: Emma Miles (Forum25)

| 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

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 a 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 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.
