

# The International Forum on Quality and Safety in Healthcare, Melbourne 2023

### How to register and book sessions

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. We'd recommend you follow the steps in the <u>help guide for **group registrations**</u> on our website.

### **<u>Click here to register</u>**

### STEP 1: You will be asked to select your ticket type.

Ready to book your place? Register as an individual or group here.

Please note that if you leave this page, refresh or exit your booking without completing payment, your details will not be saved.

### **Ticket Selection**

Delegate Registration	Summary No items have been added	
Low Middle Income Country Registration	Total СНЕСКОИТ	A\$0.00
	Enter Promo Code	APPLY eed access to your booking?

STEP 2: Select the ticket type of the days you wish to attend and the number of tickets you wish to purchase. *Please note, if you are booking 5+ Tickets you should select one of the 'Group Booking' options in the drop-down, and follow the steps on the <u>help guide for group registrations on our website.</u>* 



## 30 October - 1 November 2023

Melbourne Convention and Exhibition Centre (MCEC)



### **Ticket Selection**

Delegate Registration	<u>^</u>	Summary		
Delegate Registration - Tuesday & Wednesday Ticket	(-) 0 (+)	No items have been added		
A\$1,312.00 Available until 30/08/2023		Total	A\$0.00	
Delegate Registration - Monday - Wednesday Ticket	(-) 0 (+)	снескоит		
A\$2,081.00 Available until 30/08/2023		Enter Promo Code	APPLY	
Group Booking (5-20) - Tues & Wed Ticket (2-Day) A\$1.180.80 Available until 30/08/2023	─ 0 (+)	Need access to your booking?		
10% group savings apply when a minimum of 5-20 individuals from the same organisation register at the same time for the 2-day package (Tuesday 31 October – Wednesday Show more				

### Select checkout to continue

### **Ticket Selection**

Delegate Registration		Summary
Delegate Registration - Tuesday & Wednesday Ticket	- 1 (+)	1 x Delegate Registration - Tuesday & Wednesday A\$1,312.00 Ticket
		Totai A\$1,312.00
Delegate Registration - Monday - Wednesday Ticket A\$2,081.00 Available until 30/08/2023	─ 0 (+)	СНЕСКОИТ

#### **STEP 3: Enter your personal details**

Your Details	Checkout	PROCEED	
For third doe dies		Ticket type: Delegate Registration - Tuesday & Wednesday	Ticket
Active De-active			0
Title			
Ms		x   ~	0
First name			
Rachel			0
Last name			
Buss			0
Email address			
rbuss@bmj.com			0
Job title			
Events Assistant			0



Select 'proceed' to continue.

STEP 4: The next page will take you to the agenda/programme.

ur Details Agenda Summary		PROCEED	
	< Day 1 >		Filter
y 1			
1:00			
09:00 - 10:00			SELECT
: Keynote 2 - To be confirmed			
Koom 18			
1:00			
10:00 - 10:10			SELECT
: Welcome to Country & Smoking Ceremony - Wuru	ndjeri Woi Wurrung Cultural He	ritage Aboriginal Corporation	

STEP 5: Go through the programme and click 'SELECT' on the sessions you wish to attend.

ur Details Age	enda	Summary		PROCEED
			< Day 1 >	Filter
y 1				
00:00				
09:00 - 10:00				SELECT
:: Keynote 2 - To b	e confirm	ned		
Room 18				
mate				
1+00				
10:00 - 10:10				SELECT
: Welcome to Cou	ntry & S	moking Cere	mony - Wurundjeri Woi Wurrung	g Cultural Heritage Aboriginal Corporation

Select 'proceed' to continue.



STEP 6: This will take you to the checkout. Select 'PAY XX NOW' to pay by credit card and confirm your booking, or select 'PAY LATER' to receive instructions on how to pay by card later or request an invoice, if you are applicable.

Please note that we can only issue invoices for groups of five or more people from the same organisation. Our team will approve all invoice requests and respond accordingly. <u>Please note that</u> you have 14 days to complete payment to confirm your place.

Ready to book your place? Register as an individual or group here.

Please note that if you leave this page, refresh or exit your booking without completing payment, your details will not be saved.

Your Details Checkout		PAY LATER	PAY A\$1,443.20 NOW
equirements)	100		
	Yes, I agree to the terms and conditions of registration		
	I have read and accept the privacy policy		
How did you hear about the International Forum?	Reviewer		
Order Details			^
Description	Quantity	Unit Price	Total Price
Delegate Registration - Tuesday & Wednesday Ticket	1	A\$1,312.00	A\$1,312.00

STEP 7: You will receive an order confirmation email and registration confirmation for your booking. If you still need to complete payment there will be additional details provided in the email.