



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

[How to register your group](#)

[How your attendees can book their 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. Attendees will still be able to access their own registration through a direct link.

How to register your group

[Click here to register](#)

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

Please note if you are booking under the 'Delegate Registration' and are booking 5 or more attendees, you should select one of the 'Group booking' options.

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	▼
Low Income Country Registration	▼
Low Middle Income Country Registration	▼

Summary	
No items have been added	
Total	A\$0.00
CHECKOUT	
Enter Promo Code	APPLY

[Need access to your booking?](#)



STEP 2: Select the ticket type (2-Day or 3-Day) and the number of tickets you wish to purchase for your group

Delegate Registration

Delegate Registration - Tuesday & Wednesday Ticket

AS\$1,312.00 Available until 30/08/2023

3

Delegate Registration - Monday - Wednesday Ticket

AS\$2,081.00 Available until 30/08/2023

0

Group Booking (5-20) - Tues & Wed Ticket (2-Day)

AS\$1,180.80 Available until 30/08/2023

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 1 November 2023). [Show more](#)

0

Group Booking (21-50) - Tues & Wed Ticket (2-Day)

AS\$1,115.20 Available until 30/08/2023

15% group savings apply when between 21-50 individuals from the same organisation register at the same time for the 2-day package (Tuesday 31 October – Wednesday 1 November 2023).

0

Low Income Country Registration

Low-Income-Country - Tuesday & Wednesday Ticket

AS\$508.00 Available until 03/11/2023

Verification Required... [Show more](#)

0

Low-Income-Country - Monday - Wednesday Ticket

AS\$1,276.00 Available until 03/11/2023

Verification Required... [Show more](#)

0

Summary

3 x Delegate Registration - Tuesday & Wednesday Ticket AS\$3,936.00

Total AS\$3,936.00

CHECKOUT

Enter Promo Code [APPLY](#)

[Need access to your booking?](#)

Select checkout to continue

STEP 3: 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. Please note that you have 14 days to complete payment to confirm your place.



Ticket Selection

Checkout

Confirmation

Invite Attendees

PAY LATER

PAY A\$4,329.60 NOW

Checkout

Tickets			
3 x Delegate Registration - Tuesday & Wednesday Ticket			
Order Details			
Description	Quantity	Unit Price	Total Price
Delegate Registration - Tuesday & Wednesday Ticket	3	A\$1,312.00	A\$3,936.00
Total before Tax			A\$3,936.00
Tax 10% (GST)			A\$393.60
Total			A\$4,329.60

STEP 4: Add your personal details as the main 'Registration Contact'

Booker Details

First name

Rachel

Email

rbuss@bmj.com

Last name

Buss

Company

BMJ

Address line 1

-

Postal code

-

Address line 2 (optional)

-

Country

England

City / Town

-

Purchase order number (optional)

Select save to continue.



STEP 5: Select 'Invite' to add your attendees email addresses

Ticket Selection

Checkout

Confirmation

Invite Attendees

Your registration has been confirmed!

A confirmation email has been sent to you with an invoice attached

Order reference:
SRRLZC

INVITE

Invite your group to enter their own details

We are delighted that you have registered to attend the International Forum on Quality and Safety in Healthcare, which will take place at the [Melbourne Convention and Exhibition Centre \(MCEC\)](#) on Monday 30 October - Wednesday 1 November 2023.

Booking Confirmation Details

You will receive a confirmation email shortly containing the details of your booking. If you cannot find this email, please check your junk mail filter and add events@bmj.com to your address book to ensure that you receive all future email correspondence regarding the International Forum on Quality and Safety in Healthcare.

Payment Details

If you have completed payment for your registration, you and any attendees that you have registered for the event will receive a Registration Confirmation email confirming their place at the event.

STEP 6: Input each of your attendees email addresses, so they can receive an invitation email to add their personal details to the booking individually.

Please note, this will mean that each of your attendees on your group booking will be able to complete their own personal details for the event, and receive direct access to their registration.

Attendees

Invitations

Checkout

GO TO SUMMARY

Invitations

Please enter the email addresses of your attendees and select Send Invitations. They will then receive an invite email asking them to open their registration and complete all delegate details to confirm their registration. Please note you cannot resend invitation emails so please inform your attendees.

3 x Delegate Registration - Tuesday & Wednesday Ticket

email@example.com

email@example.com

email@example.com

PREVIEW EMAIL

SEND INVITATIONS...

Select 'Send Invitations' and go to summary after to proceed.



International Forum on
QUALITY & SAFETY
in **HEALTHCARE**
MELBOURNE

30 October - 1 November 2023
Melbourne Convention and Exhibition Centre (MCEC)

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BMJ

STEP 7: You will receive an order confirmation email and registration confirmation for your booking. You will also be able to log back into your registration for any amendments from this email. If you still need to complete payment there will be additional details provided in the email.

Your attendees will also receive their invitation email to complete their details. Once they have completed their details they will receive a registration confirmation email.

STEP 8: If you wish to add each attendees details yourself, please follow the 'You can edit your booking here' on your Order Confirmation email to log back in and add these details and book their sessions under the 'Agenda', or alternatively, on your 'Summary' page you can edit each attendee's information directly.

Order Reference: BGKPYG

Tickets		Add/Remove	↑
5 x Group Booking (5-20) - Tues & Wed Ticket (2-Day)			

Attendee Details		↑
▼ Unnamed	Edit	
▼ Unnamed	Edit	
▼ Unnamed	Edit	
▼ Unnamed	Edit	
▼ Unnamed	Edit	

Order Details					↑
Added	Description	Quantity	Unit Price	Total Price	



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Attendees

Invitations

Checkout

PROCEED

Ticket type: Group Booking (5-20) - Tues & Wed Ticket (2-Day)

Earlybird deadline

- ☐ Active
☐ De-active


Title

Select... 

First name






Last name

Email address

rbuss@bmj.com 

TICKETS

GROUP BOOKING (5-20) - TUES & WED TICKET (2-DAY)

> Unnamed 
Unnamed 
Unnamed 
Unnamed 
Unnamed 

STEP 9: If you need to amend your booking e.g. change the attendee or resend the invitations, log into your registration (from the link in your Order Confirmation email), and select 'Invitations'. From here you can update email addresses or resend the invitation.

Attendees

Invitations

Checkout

GO TO SUMMARY

Invitations

Please enter the email addresses of your attendees and select Send Invitations. They will then receive an invite email asking them to open their registration and complete all delegate details to confirm their registration. Please note you cannot resend invitation emails so please inform your attendees.

5 x Group Booking (5-20) - Tues & Wed Ticket (2-Day)

rbuss@bmj.com

edit

Invitation sent on Saturday, 25 March 2023

Resend

edit

Invitation sent on Saturday, 25 March 2023

Resend

1tests@0000test.com

2tests@0000test.com

3tests@0000test.com

PREVIEW EMAIL

SEND INVITATIONS...



How your attendees can book their sessions

Please note: for group bookings: If you are a registration contact for a large group, you do not need to book sessions on behalf of your group as they will be sent a direct email and can do this themselves.

However, if you do wish to do this on their behalf, you can log back into your registration from the 'manage your booking link' on your registration confirmation email > go to Summary > and 'edit' the attendee you wish to book sessions for > select 'agenda' and register them for their chosen sessions > click 'Proceed' to confirm all changes are saved.

Please note: how to book as an attendee:

STEP 1: You will receive an invitation email to the event on behalf of your registration contact. To accept your invitation, please click the link which will take you to your registration.

You have been invited to International Forum on Quality and Safety in Healthcare - Melbourne 2023 by Becky Wanbon.

Follow the link below to complete your details for the ticket type Delegate Registration - Monday - Wednesday Ticket

[Complete your details.](#)

STEP 2: Once you have accessed your registration, please complete all the details under 'Your Details'



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MELBOURNE

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Your Details

Checkout

PROCEED

Earlybird deadline

☒ Active
☐ De-active



Title

Ms

x



First name

Rachel



Last name

Buss



Email address

rbuss@bmj.com



Job title

Events Assistant



Ticket type: Delegate Registration - Tuesday & Wednesday Ticket

Please click 'Proceed'

STEP 3: On the next page, the 'Agenda' will then be available, showing the full programme.

Your Details

Agenda

Summary

PROCEED

< Day 1 >

Filter

Day 1

08:00

09:00 - 10:00

SELECT

Keynote 2 - To be confirmed

Room 18

09:00

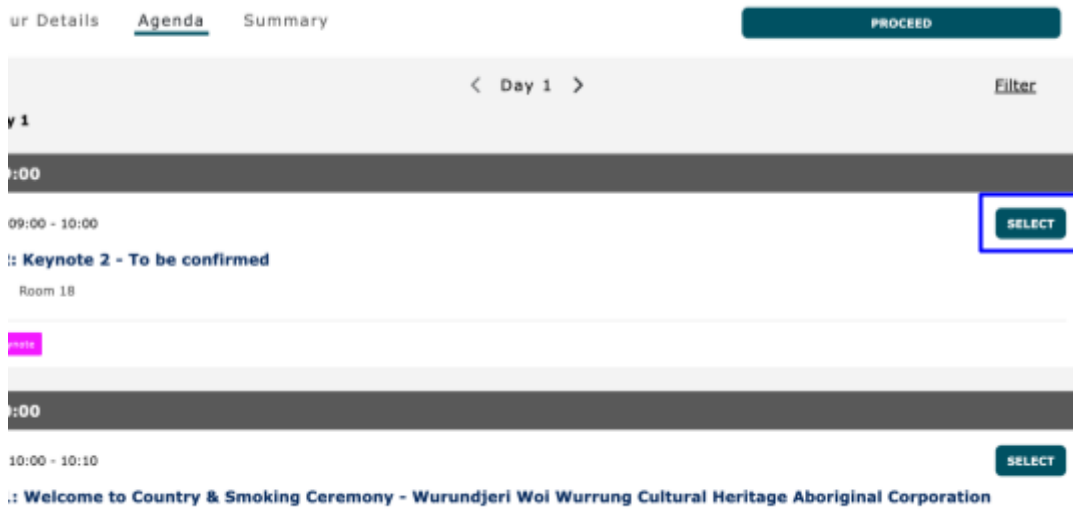
10:00 - 10:10

SELECT

Welcome to Country & Smoking Ceremony - Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation



STEP 3: Go through the programme and click 'SELECT' on the sessions you wish to attend.



STEP 4: Please ensure you click 'PROCEED' at the top to ensure your changes are saved.

