



International Forum Melbourne, Booking Guidelines

How to register

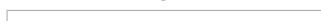
[Click here to register](#)

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 log-in 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.

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SELECT BOOKING 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.

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REGISTRATION

Please enter your email address

* Email address

* Confirm email address

If you are unable to remember your password and you do not receive an email reminder, please contact our customer services team on +44 (0)207 111 1106.

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STEP 3: Enter your (the registration contact's) personal details.

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Registration Contact's Details

* Title	Choose one...
* First name	Lisa
* Last name / Surname	Eastman
* Job title / Position	Event Coordinator
* Company / Organisation	BMJ
* Address line 1	BMA House
Address line 2	Tavistock Square
* Town/City	London
* Postcode / Zip code	WC1H 9JR
* Country	Choose one...
* Does the billing address differ to the above address?	<input checked="" type="radio"/> No <input type="radio"/> Yes
* Contact phone number	020 7874 7085
Customer PO Number	<input type="text"/>

* Password
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**** If you chose I am registering on behalf of other people, you will be prompted here to enter your first attendee's email address ****

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Attendee Email

* Attendee email address	<input type="text"/>
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STEP 4: Select your / your first delegate’s attendee category.

Note - the group discount applies only to the Delegate attendee type. If you add any other attendee types (i.e. Speaker or Student), they will not contribute to the number for the group discount.

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Select Attendee Type

Please note that you can only register as 'Delegate' unless you have applied for, and been given a verification code for one of the other categories.

☒ Delegate

☐ Student

☐ Partner Organisation

☐ Melbourne Strategic Partner

☐ Exhibitor / Sponsor

☐ Speaker

☐ Complimentary

☐ SHINe attendee

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STEP 5: Complete the Delegate Details page.

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

The booking options are:

- Monday only
- Monday - Wednesday
- Tuesday - Wednesday

Note - You can mix day selections within your group.

Please select the days you wish to attend

Please note that the day booking options are as follows

☐ Monday only

☐ 2 day Registration (Tuesday - Wednesday)

☐ 3 day Registration (Monday - Wednesday)

To de-select an option/day, please click on the relevant tick box.

Day	Attend
Monday 10 September	<input checked="" type="checkbox"/>
Tuesday 11 September	<input checked="" type="checkbox"/>
Wednesday 12 September	<input checked="" type="checkbox"/>



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STEP 7: Select which sessions you / your first delegate wish to attend.

Note - for group bookings, if you do not know each person's session choices, you can give them your (the registration contact's) email address and password which will allow them to log into the booking at a later date in order to select their sessions.

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View as:  

Wednesday 2 May 2018		Location	Book
07:55 -	Wednesday Registration	Registration	<input checked="" type="checkbox"/>
09:00 - 17:00	M2: Continuous Learning in Healthcare Delivery in The Netherlands: Regional oncology networks, outcome data and active learning at the clinical and organizational level	Room 2	<input type="checkbox"/>
09:00 - 17:00	M3: Session vet to be announced	Room 3	<input type="checkbox"/>
09:00 - 17:00	M4: Session vet to be announced	Room 4	<input type="checkbox"/>
09:00 - 12:30	M5: High-Impact Leadership in the Real World	Room 5	<input type="checkbox"/>
09:00 - 12:30	M6: Why Lecture on PDSAs When You Can Experience Them?	Room 6	<input type="checkbox"/>
09:00 - 12:30	M7: Session vet to be announced	Room 7	<input type="checkbox"/>
09:00 - 12:30	M8: Session vet to be announced	Room 8	<input type="checkbox"/>
09:00 - 17:00	X1: Bernhoven, Uden: Full-scale hospital transformation to high quality, appropriate and person centered care	Off-Site 1	<input type="checkbox"/>

STEP 8: 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.

Booking Summary

Please check that the details below are correct before proceeding through to the Worldpay page.

Please note: the registration contact will only receive a confirmation email for this booking once payment has been successfully processed.

Registration contact's details:	Lisa Eastman	Edit
	BMJ BMA House Tavistock Square London WC1H 9JR 020 7874 7085 leastman@bmj.com	
		Add Another Attendee
Attendee 1:	Lisa Eastman (Delegate)	Delete Edit

Description	Quantity	Unit price	Total
Wednesday Registration 02/05/2018	1	£419.17	£419.17
Thursday - Friday Registration 03/05/2018	1	£954.17	£954.17
Discount: Earlybird discount	1	-£126.67	-£126.67
		Total:	£1,246.67
		VAT:21%	£261.80
		Grand total:	£1,508.47
		Outstanding:	£1,508.47

STEP 9: Once you have completed registration, you will need to select your payment method.

The available method is 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 to a page confirming your booking.

Attendee 1:	Lisa Eastman (Delegate)	Delete	Edit
Attendee 2:	Attendee 2 (Delegate)	Delete	Edit
Attendee 3:	Attendee 3 (Delegate)	Delete	Edit
Attendee 4:	Attendee 4 (Delegate)	Delete	Edit
Attendee 5:	Attendee 5 (Delegate)	Delete	Edit

Description	Quantity	Unit price	Total
Wednesday Registration 02/05/2018	5	£419.17	£2,095.85
Thursday - Friday Registration 03/05/2018	5	£954.17	£4,770.85
Discount: Earlybird discount	5	-£126.67	-£633.35
Discount: Group 5-20		-10%	-£413.75
		Total:	£5,819.60
		VAT:21%	£1,222.12
		Grand total:	£7,041.72
		Outstanding:	£7,041.72

Enter promotional code

Update

Available payment methods

☒ Credit / Debit Card ☐ Invoice

Pay now

Please note:

- The booking confirmation email will be sent to the registration contact only.
- For amendments made to the booking, you **must** click the **Complete registration** button on the Booking Summary page in order for them to be saved.

If you pay via Worldpay, you will receive a separate email with 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 of where/ who the invoice should be addressed to
- Adding a purchase order number or reference number