



## International Forum on Quality and Safety in Healthcare Sydney 2022 Booking Guidelines

### How to register

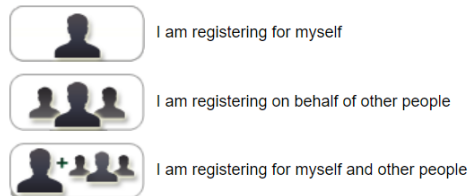
[Click here to register](#)

*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.

#### 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

If you are unable to remember your password and you do not receive an email reminder please contact our customer service team on +44 (0)207 111 1105.

[Back](#)

[Proceed](#)

### Step 3: Enter your (the registration contact's) personal 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

Alternative email address

\* Profession

\* Specialty Interest

---

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

## 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 service team on +44 (0)207 111 1105.

Back

Proceed

**STEP 4: Select attendee type. Please note that you cannot apply for 'Student' unless you have applied for, and been given a verification code for this category.**

### Attendee Type

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

- Delegate
- Speaker
- Student
- Exhibitor / Sponsor
- Complimentary
- Forum20
- Forum30

**Step 5: Enter your personal details, or the details of the first attendee in the group.**

\* 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

Alternative email address

\* Profession

\* Specialty Interest

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

**The booking options are:**

Monday only

Monday - Wednesday

Tuesday - Wednesday

You can mix day selections within your group.

**Days**

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**

Please select the days you would like to attend

Day	Attend
Monday 6 June	<input checked="" type="checkbox"/>
Tuesday 7 June	<input checked="" type="checkbox"/>
Wednesday 8 June	<input checked="" type="checkbox"/>

[Back](#)

[Proceed](#)

**Step 7: Select which sessions you / your first delegate wish to attend [Programme launching February 2022]**

**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.

Description	Quantity	Unit price	Total
Monday Registration 06/06/2022	1	US\$530.00	US\$530.00
Tuesday - Wednesday Registration 07/06/2022	1	US\$1,060.00	US\$1,060.00
Discount: Earlybird discount	1	-US\$155.00	-US\$155.00
Monday - Wednesday	1		
		Total:	US\$1,435.00
		VAT (GST):10%	US\$143.50
		Grand total:	US\$1,578.50
		Outstanding:	US\$1,578.50

Available payment methods  
 Credit / Debit Card

Available currencies  
 AUD  USD

[Complete registration](#)

**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.

**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 in order for them to be saved.

Once 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](mailto: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