



International Forum on  
QUALITY & SAFETY  
in HEALTHCARE  
UTRECHT

21-23 May 2025  
Royal Jaarbeurs



BMJ Group

## International Forum on Quality and Safety in Healthcare, Utrecht 2025, Booking Guidelines

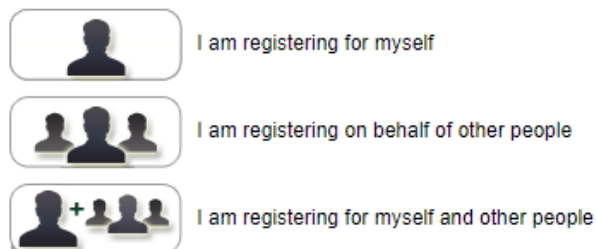
[Click here to register](#)

*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



### 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 chose 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

**\*IMPORTANT\***

**STEP 4: Select 'Forum15' as the attendee type. If you do not do this, your discount will not be applied.**

#### Attendee Type

You must register as a 'delegate' unless you have been given a verification code for one of the other categories. If you select one of our discounted rates for low or middle-income countries we will check that your address matches the country chosen. Please check our website for more information on discounted rates, and to see if your country qualifies.

- Delegate Registration
- Student Registration
- Faculty/Teacher
- Forum15
- Forum20
- Forum25
- Forum30
- Speaker Registration
- Complimentary Registration
- Complimentary Registration (Thurs & Fri)

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Proceed

**STEP 5: Enter your details or the details of the first attendee in the group. When prompted, enter your Forum15 verification code 'Perspective15' and select your organisation from the drop-down menu**

\* Please enter your Forum15 verification code

\* What organisation/network did you receive this code from?

\* Do you have any special requirements? (eg dietary or  Yes  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. The options are Wednesday-Friday (3 days) or Thursday-Friday (2 days).

Day	Attend
Day 1 - Wednesday 21 May	<input checked="" type="checkbox"/>
Day 2 - Thursday 22 May	<input checked="" type="checkbox"/>
Day 3 - Friday 23 May	<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.

Registration contact's details: Marina Antanasiotis

BMJ  
BMJ Office  
Tavistock  
London  
  
mantanasiotis@bmj.com

Attendee 1: Marina Antanasiotis (Forum15)

Description	Quantity	Unit price	Total
Wednesday registration 21/05/2025	1		
Thursday & Friday registration 22/05/2025	1		
Forum15 Rate (Wed-Fri)	1	£1,202.29	£1,202.29
		Total:	£1,202.29
		VAT: 21%	£252.48
		Grand total:	£1,454.77
		Outstanding:	£1,454.77

Enter promotional code

## Once you have completed registration, you will need to select your payment method.

Available payment methods

Credit / Debit Card

Complete registration

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](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 about where/ who the invoice should be addressed to
- Adding a purchase order number or reference number

**The registration confirmation email will go directly to the registration contact's email address. All future emails containing delegate information (including access to the platform to book your session) will be sent to each of the group attendees via email.**

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