



## International Forum on Quality and Safety in Healthcare Gothenburg 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

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### 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

\* County

\* 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

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**STEP 4: Select attendee type. Please note that you cannot apply for 'Student' or 'Teacher' unless you have applied for, and been given a verification code for one of these categories.**

## Select Attendee Type

Please note that you cannot apply for 'Student' or 'Teacher' unless you have applied for, and been given a verification code for one of these categories. We will also be checking that addresses match the country specification when choosing one of our discounted country rates. Please check our [website](#) for more information on discounted rates, and to see if your country qualifies.

- Delegate
- Speaker
- Student
- BMJ Staff
- IHI Staff / Current Fellows
- Exhibitor / Sponsor
- Complimentary
- Teacher

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

* Title	Ms
* First name	Emily
* Last name	Dobie
* Job Title	Events Assistant
* Company/Organisation	BMJ
* Address line 1	
Address line 2	
* Town/City	
* Postcode/Zip Code	
* Country	England
* Contact telephone number	000
Alternative email address	
* Profession	Choose one...
* Specialty Interest	Choose one...

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

The booking options are:

Wednesday only

Wednesday - Friday

Thursday - Friday

You can mix day selections within your group.

## Days

Please select the days you would like to attend

Day	Attend
Wednesday 30 March	<input checked="" type="checkbox"/>
Thursday 31 March	<input checked="" type="checkbox"/>
Friday 1 April	<input checked="" type="checkbox"/>

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### Step 7: Select which sessions you / your first delegate wish to attend [Programme launching December 2021]

**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.

example@benj.com

[Add Another Attendee](#)

Attendee 1:	Emily Dohle (Delegate)	<a href="#">Delete</a>	<a href="#">Edit</a>
Description	Quantity	Unit price	Total
Wednesday Registration 30/03/2022	1	£427.50	£427.50
Thursday - Friday Registration 31/03/2022	1	£873.33	£873.33
Discount: Earlybird discount	1	-£129.18	-£129.18
		Total:	£1,271.87
		VAT 25%	£317.82
		Grand total:	£1,589.59
		Outstanding:	£1,589.59

Available payment methods

Credit / Debit Card

[Complete registration](#)

If you are registering on behalf of 5 or more people and would like to pay by invoice please email us at [email@benj.com](mailto:email@benj.com) with the following information:

- Your organisation name
- The names of all attendees you have registered, their email addresses and their booking references (if possible)

### 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