



The International Forum on Quality and Safety in Healthcare, Gothenburg 2022, 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 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

 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.

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

Back

Proceed

STEP 4: Select 'SALAR attendee' as attendee type.

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
- SALAR
- SALAR Student
- Forum15
- Forum20
- Forum25
- Forum30

Back

Proceed

Step 5: Enter your personal details, or the details of the first attendee in the group. When prompted, enter your SALAR verification code 'creatingtomorrow2022'.

* Please enter your SALAR verification code

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"/>

[Back](#)

[Proceed](#)

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.

Booking Summary

Please check that the details below are correct before proceeding through to the Worldpay page.
Please note: you will only receive a confirmation email for this booking once payment has been successfully processed.

Registration contact's details: Emily Dobie Edit

BMJ
-
-
-
000
edoblee@bmj.com

Add Another Attendee

Attendee 1: Emily Dobie (SALAR) Delete Edit

Description	Quantity	Unit price	Total
Wednesday - Friday	1	£840.00	£840.00
		Total:	£840.00
		VAT:25%	£210.00
		Grand total:	£1,050.00
		Outstanding:	£1,050.00

Available payment methods
 Credit / Debit Card

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 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

All registration confirmation emails will go directly to attendee's email addresses.