



## QS World MBA Tour Fall 2011

### Exhibitor Information

#### Latin America

29 August – 14 September 2011

<b>Mexico City</b>	Monday 29 August
<b>Caracas</b>	Wednesday 31 August
<b>Bogota</b>	Friday 2 September
<b>Lima</b>	Monday 5 September
<b>Santiago</b>	Wednesday 7 September
<b>Buenos Aires</b>	Friday 9 September
<b>Sao Paulo</b>	Monday 12 September
<b>Rio de Janeiro</b>	Wednesday 14 September

**Note:** All fairs are 3 hours long. Each fair will be preceded by a one hour 'Admissions Seminar' for candidates.



## QS World MBA Tour – Latin America Fall 2011

<b>Monday 29 August</b> 1800 – 2100  (1700: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Mexico City</b>	<b>Intercontinental Presidente Mexico City</b> Campos Elíseos # 218 Col. Polanco México D.F. 11560 Mexico
<b>Wednesday 31 August</b> 1800 – 2100  (1700: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Caracas</b>	<b>JW Marriott Hotel Caracas</b> Av. Venezuela con Calle Mohedano El Rosal Caracas, 1060 Venezuela
<b>Friday 2 September</b> 1800 – 2100  (1700: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Bogota</b>	<b>Bogota Plaza Summit Hotel</b> Calle 100 No.8A - 30 El Chico Bogota 14225 Colombia
<b>Monday 5 September</b> 1800 – 2100  (1700: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Lima</b>	<b>Swissôtel Lima</b> Via Central 150, Centro Empresarial Real, San Isidro Lima 27 Peru
<b>Wednesday 7 September</b> 1800 – 2100  (1700: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Santiago</b>	<b>W Santiago</b> Isidora Goveenechea 3000 Las Condes Santiago Chile
<b>Friday 9 September</b> 1800 – 2100  (1700: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Buenos Aires</b>	<b>Marriott Plaza Hotel</b> Florida 1005 Buenos Aires C1005AAU Argentina
<b>Monday 12 September</b> 1800 – 2100  (1700: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>São Paulo</b>	<b>Renaissance São Paulo Hotel</b> Alameda Santos, 2233 São Paulo Brazil 01419-002
<b>Wednesday 14 September</b> 1800 – 2100  (1700: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Rio de Janeiro</b>	<b>Windsor Barra</b> Avenida Lucio Costa, 2630 – Barra da Tijuca Rio de Janeiro Brazil 22620-170

## Exhibitor Information – QS World MBA Tour, Fall 2011

Thank you for supporting the QS World MBA Tour Fall 2011 - We look forward to partnering with you for a series of very successful events.

Over the last sixteen years we have made every effort to deliver a targeted audience in a professional and enjoyable fair setting. We have provided the following pack to help you in the planning process. For any questions or concerns, please feel free to contact your account manager or the Tour logistics team.

- 1) **EXHIBITION DATA:** Confirm your booking with fax-back form.
- 2) **VISITOR DETAILS:** See details of **TOPMBA Outreach**.
- 3) **TRAVEL & ACCOMMODATION:** Use information in this pack to book your rooms.
- 4) **DELIVERY OF EXHIBITION MATERIALS:** Check delivery dates/courier deadlines.
- 5) **FAIR DISPLAYS:** This is a tabletop fair, check restrictions/dimensions.
- 6) **ATTENDING THE FAIR:** Check times and travel with information sheet.
- 7) **PR & MEDIA OPPORTUNITIES:** Provide us with a contact in your office.

### 1) EXHIBITOR DATA:

When we receive your booking form, we send you a form listing the cities booked, the school name for media and signage and your selected contact details. Please ensure you check the information is correct and fax it back to us immediately on +44 20 7284 7201. For any questions contact: [wmtlogistics@qs.com](mailto:wmtlogistics@qs.com)

### 2) TOPMBA OUTREACH:

Outreach is our online candidate database management system. Many of you have already enjoyed using Outreach to access candidate details, prepare professional HTML-based emailers, and organise your pre and post-fair emailing to targeted candidate groups.

New Outreach logins will be created according to the information on your completed Fall 2011 booking form. If you have lost your login information then please go to the site and click on 'forgot password' to retrieve this information, otherwise the login information will be sent out approximately three weeks before the start of the Fall 2011 tour.

To access Outreach: [www.topmba.com/outreach](http://www.topmba.com/outreach)

This interface will enable you to:

- Prepare and send emailers to the candidates that interest you most
- Create targeted lists of candidates
- Access candidate information before and after the fair

Pre-registered candidate information is available as of 2 weeks prior to each fair. Walk-in candidate information is available as of 8 days after each fair.

We have ongoing concerns about the protection of candidate data, and we are carefully policing the use of databases that have been downloaded for use other than the promotion of participating programs. We do not wish for the illegal behaviour of a small minority to impact on the professional conduct of so many of our partner schools. Please read carefully the terms and conditions of database use when you access the Outreach website.

NEW: Please see overleaf for a brief document outlining some of Outreach's key features.

Any problems/questions contact **Daniel Kahn** on Tel: +33 1 45 66 59 21 or Email: [wmtoutreach@qs.com](mailto:wmtoutreach@qs.com)

## Outreach - The Key Features

QS World MBA Tour Outreach gives you the opportunity to contact candidates that you meet at the QS World MBA and QS World Exec MBA Tours.



You will receive your Outreach login information a few weeks before the start of the World MBA Tour. Information on pre-registered candidates will then be available 2 weeks prior to the start of the tour and information on candidates who visited on the day will be uploaded 8 days after any given fair.

Outreach is divided into three parts:

- Search
- Emailer
- Download

### Search

This part of Outreach allows you to:

- Search all relevant candidates by criteria such as: gender, country or city of residence, number of years work experience and GMAT score.
- Search by badge number – each candidate that attends a fair is given a badge number to wear. At the fair you may collect the badge numbers in order to contact prospective applicants afterwards.

### Emailer

This part of Outreach allows you to:

- Design a simple text emailer.
- Copy and paste an html emailer using our special function.
- Save your emailer to use and edit at a later stage.
- Link your emailer to saved searches, allowing you to send targeted emails.
- Keep a log of emails you have sent.

### Download

This part of Outreach allows you to:

- Download complete listings of candidates by city, providing you with a range of information such as date of birth, telephone number and type of MBA sought.
- Import lists into your own email system or into QS Prospect Manager.

To keep candidate information safe and to comply with data protection regulations we ask that you respect guidelines specified when you login to Outreach. For more information please email Daniel Kahn [wmtoutreach@qs.com](mailto:wmtoutreach@qs.com)

### 3) TRAVEL & ACCOMMODATION:

QS World MBA Tour negotiates special rates with hotels for bedrooms. To ensure you receive this rate, you must make your room booking using the attached bedroom booking form in this pack.

**Please note each hotel has a cut off date on their bedroom reservation form and all bookings made after each hotel's cut off date will be subject to a higher rate and availability.**

**We recommend you organise your travel, hotel rooms and visas NOW.**

**Please make sure you are aware of which inoculations will be required for each country you are visiting.**  
**You may be denied entry if you do not have the required proof of inoculations.**

**A Yellow fever vaccination certificate is required for travellers arriving from a yellow- fever infected area. Infected Areas include: Brazil, Columbia, Peru, and Venezuela.**

For further information please consult : <http://www.who.int/mediacentre/factsheets/fs100/en/>

- Also ensure you make all the usual security precautions, photocopy your passport & ticket leaving one copy at home/office and one copy in your luggage.
- Please check if you will need a visa for each country you are travelling to. Different nationalities have different visa requirements.
- Please check with your local doctor or travel clinic for advice on which inoculations will be required for each country you are visiting.
- Use hotel safes for your valuables and only take the absolutely necessary cash out with you.
- Use your credit card carefully.
- Where possible try not to arrive at night and only use official cabs or hotel airport transfers.

### 4) DELIVERY OF EXHIBITION MATERIAL:

OCS partners with QS as the shipper of your material.

OCS operates a fully controlled service, which includes preparing the correct customs paperwork, holding all materials at their local station until the delivery date and pre-payment of import tax/duty charges, so you do not have to deal with customs clearance or shipment tracking.

#### **Note for all participants using OCS:**

OCS will contact you with full details and their "delivery deadlines" after you make your booking with us. You can contact them with queries on [fairs@shipocs.com](mailto:fairs@shipocs.com) (for American participants) or [mbauk@ocsworldwide.co.uk](mailto:mbauk@ocsworldwide.co.uk) (for all other participants).

#### **Note for all participants NOT using OCS:**

From experience, one of the greatest sources of anxiety and frustration for school reps on the Fair day is the absence of boxes of materials. The most common reasons for this are:

- Packages addressed to an individual from the school, with no mention of the QS World MBA Tour
- Your delivery requires custom duties
- Boxes are sent too soon or too late

#### **We therefore suggest that you pay close attention to the following:**

a) It is paramount that your courier/shipper clears all foreign customs for your delivery and pays for any necessary customs duties/taxes, as our event venue will not be responsible for this.

b) Please also ensure that your travelling representative has the relevant courier airway bill reference numbers and your courier's local contact details (FedEx, UPS, DHL etc) for each city with them when they travel to enable us to help them with any problems

c) It is also wise to check with your office before each fair that your delivery has been accepted and signed for at the venue.

## 5) FAIR DISPLAY REGULATIONS:

The Fairs are organised in a tabletop format and the only display stands/units we can allow are pull-up/roller-blind/penguin units. Dimensions are restricted to 1.5m wide x 2m high.

**There is no power supply to the tables.**

**Only one pull-up stand is allowed per table/school booking**

## 6) ATTENDING THE FAIR:

Please forward this pack to your team attending the fairs. We also produce one-page information sheets per city without the accommodation information, which can be sent to local Alumni manning or helping at your table/stand. Please request this from us if you need it.

The school representative/alumni attending the fair should introduce themselves to the QS World MBA Tour team at the venue when they arrive. They will be shown to their table and given badge holders to identify them.

**There should be no more than 4 exhibitors/school reps/alumni for each table.**

Any problems or questions contact: [wmtlogistics@qs.com](mailto:wmtlogistics@qs.com)

## 7) PR AND MEDIA OPPORTUNITIES:

The World MBA Tour works with an impressive number of the world's leading national and international media. To better target the special offers that have been negotiated for Tour participants, we encourage you to send us the contact name and email address of the person responsible for the marketing of your program at the World MBA Tour Fairs by contacting the below:

### **Latin America:**

Carlota Fernandez

[carlota@qs.com](mailto:carlota@qs.com)

Tel: +44 (0)20 7284 7275

## Mexico City Monday 29 August

**1800 - 2100** (1700: 1 hour Pre-Fair Candidate Admissions Seminar)

<b>Venue</b>	<p><b>Intercontinental Presidente Mexico City</b> Campos Eliseos # 218 Col. Polanco, México D.F. 11560 Mexico</p> <p>Tel: + 52 (55) 5327-7700 Fax: + 52 (55) 5327-7730 <a href="http://www.intercontinentalmexico.com/MexicoCity_overview.html">www.intercontinentalmexico.com/MexicoCity_overview.html</a></p>
<b>Access</b>	<p>The closest station is Metro Auditorio which is 2 minutes walking distance from the hotel. A taxi from the airport costs US\$33 / €23 one way. Journey time from the airport is 90 min. On-site parking is available –US\$12 (€8) per 5 hours – special rate for the event.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 1600 <b>Fair Open to public:</b> 1700 Pre-Fair Seminar for candidates 1800-2100 <b>QS World MBA Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 2100</p>
<p><b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number</p>	<p>The venue will only accept deliveries from 26 August 2011 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p><b>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</b></p> <p>All deliveries should be clearly marked:</p> <p><b>QS World MBA Tour - 29 August 2011</b> <b>(School Name)</b> <b>Intercontinental Presidente Mexico City</b> <b>Campos Eliseos # 218</b> <b>Col. Polanco, México D.F.</b> <b>11560</b> <b>Mexico</b></p> <p>Tel: + 52 (55) 5327-7700 Ext. 5216 or 5320 Fax: +52 (55) 5327-7769</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Intercontinental Presidente Mexico City</b> offers special rates to the <b>QS World MBA Tour</b> from US\$160 (€112) per night plus tax. This rate is only valid for bookings made before 5 August 2011. To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book.</p>
<b>Vaccinations</b>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b><u>You may be denied entry if you do not have the required proof of inoculations.</u></b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>

## QS WORLD MBA TOUR FALL 2011

Mexico City, August 28-31, 2011  
Hotel Presidente InterContinental Mexico City

*Please complete and return this form by e-mail as soon as possible, rooms are subject to availability.*

### Hotel Participation Form

To: mexico\_grupos@interconti.com

#### YOUR CONTACT INFORMATION:

☐ Mr. ☐ Ms. \_\_\_\_\_  
**FAMILY NAME** (as stated in passport) **FIRST NAME**

ADDRESS: \_\_\_\_\_ COUNTRY/ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### ACCOMMODATION:

Single \$160 ☐

Double \$180 ☐

Smoking ☐

Non-Smoking ☐

From: \_\_\_\_\_

To: \_\_\_\_\_

Estimated time of arrival: \_\_\_\_\_

\*Net Rates in USD per room per night, plus 16% VAT and 2.5% City tax. Buffet breakfast included at Frutas y Flores restaurant.

\*Check in time: 3 PM Check out time: 12 PM

If you intend to share with another participant, please indicate name of person with whom you are sharing:

\_\_\_\_\_

#### Reservation Policies:

In order to register and guarantee your reservation this Hotel Participation Form must be signed and submitted.

Name on Card \_\_\_\_\_ Number \_\_\_\_\_

Expiration date \_\_\_\_\_ Security Code \_\_\_\_\_ Visa \_\_\_ MC \_\_\_ AMEX \_\_\_\_\_

#### Cancellation Policies:

All cancellations must be received in writing. Rooms can be cancelled with no penalty up to 7 days prior to check in. Any cancellation received after this time, or no-shows will be charged for the entire stay.

I hereby authorize Presidente InterContinental Mexico City to charge room and taxes to my credit card in case of early departure, no show or late cancellation as stated above.

I am aware and accept that the Credit Card Company I am using will apply a different exchange rate at the moment they convert the pesos amount paid and that I will either be charged more or less US dollars according to this exchange rate used.

Name and signature: \_\_\_\_\_

**Deadline for Submission: August 5, 2011**



## Caracas

### Wednesday 31 August

**1800 – 2100** (1700: 1 hour Pre-Fair Candidate Admissions Seminar)

<b>Venue</b>	<p><b>JW Marriott Hotel Caracas</b>          Av. Venezuela con Calle Mohedano,          El Rosal          Caracas, 1060          Venezuela</p> <p>Tel : + 58 212 9572222          Fax : + 58 212 9571111  <a href="http://www.marriott.com/ccsjw">www.marriott.com/ccsjw</a></p>
<b>Access</b>	<p>The nearest Subway station is Chacaito, 10 minutes to the venue by taxi depending on traffic, costs VEF50 (US\$12/€9). A taxi from the airport costs VEF420 US\$100 (€80), Journey Time is 2 hours depending on traffic. On site parking is available, cost VEF60 (US\$13/ €10) per day for guests.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 1600  <b>Fair Open to public:</b> 1700 Pre-Fair Seminar for candidates          1800-2100 <b>QS World MBA Tour</b> Fair &amp; Seminars  <b>Breakdown:</b> The room will have to be cleared at 2100</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number.	<p><u>The venue will only accept deliveries from 29 August 2011 with custom duty cleared.</u> A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p><b>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</b></p> <p>All deliveries should be clearly marked:</p> <p><b>c/o Barbara R Delgado</b>  <b>QS World MBA Tour – 31 August 2011</b>  <b>(School Name)</b>  <b>JW Marriott Hotel Caracas</b>          Av. Venezuela con Calle Mohedano,          El Rosal          Caracas, 1060          Venezuela</p> <p>Tel: +58212 9576089          Fax: +58212 957 6286          Email: <a href="mailto:barbara.delgado@marriotthotels.com">barbara.delgado@marriotthotels.com</a></p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p><b>The JW Marriott Hotel Caracas</b> offers special rates to the <b>QS World MBA Tour</b> from BsF984.70 (USD229/€158) per night plus tax. <u>This rate is only valid for bookings made before 20 August 2011.</u> To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book.</p>
<b>Vaccinations</b>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b>You may be denied entry if you do not have the required proof of inoculations.</b></p> <p><b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area. Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>

**QS WORLD MBA TOUR**  
**Caracas 31 August 2011**  
**BEDROOM BOOKING FORM**

**JW Marriott Hotel Caracas**

Av. Venezuela con Calle  
Mohedano, El Rosal  
Caracas, 1060 Venezuela  
Telephone: 58-212-9576777  
Fax: 58-212-9576286  
Email: marcos.rincon@marriotthotels.com  
[www.marriott.com/ccsjw](http://www.marriott.com/ccsjw)



Please send your reservation form to the hotel by **August 20<sup>th</sup>, 2011** to obtain special rates.

<b>Name:</b>	
<b>Title:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Email:</b>	
<b>Arrival date:</b>	
<b>Departure date:</b>	
<b>Credit Card Number:</b>	
<b>Expiry Date:</b>	
<b>Credit Card Holder:</b>	
<b>Signature:</b>	

**Please mark your preferred room category:**

☐ Standard Room BsF984.70 (per room per night)

Rates exclude taxes and Breakfast

**Please mark your special requests:**

☐ Smoking Room      ☐ Non Smoking Room  
☐ King Size Bed      ☐ Twin Room

Special requests: \_\_\_\_\_

Reservation confirmed: \_\_\_\_\_ (date) \_\_\_\_\_

A guest room will be held for late arrival, if guaranteed. Check-in time is 15:00 pm. Check-out time is 12:00 PM

Cancellations made 24 hours prior to day of arrival are not charged.

In the event of non-arrival we will charge for one room night and tax as your reservation is guaranteed until 6pm of the day before

## Bogota Friday 2 September

**1800 – 2100** (1700: 1 hour Pre-Fair Candidate Admissions Seminar)

<b>Venue</b>	<p><b>Bogota Plaza Summit Hotel</b> Calle 100 No.18A - 30 El Chico Bogota 14225 Colombia</p> <p>Tel: +571 632 2200 Fax: +571 632 2237 <a href="http://www.bogotaplazahotel.com">www.bogotaplazahotel.com</a></p>
<b>Access</b>	<p>A Taxi from the airport costs US\$25 (€18) journey time is 25 minutes. The nearest station is Transmilenio Estacion Calle 100, which is 3 blocks from the hotel. On-site parking is available at US\$3 (€2) per day.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 1600 <b>Fair Open to public:</b> 1700 Pre-Fair Seminar for candidates 1800-2100 <b>QS World MBA Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 2100</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number.	<p>The hotel will only accept deliveries from 29 August 2011 with custom duty cleared. A list of materials to be delivered should be sent to the hotel so they can monitor incoming cartons/parcels.</p> <p><b>Please note that all duty charges must be cleared prior to the hotel accepting any cartons/parcels.</b></p> <p>All deliveries should be clearly marked:</p> <p><b>Atn: Diana Carolina Rojas</b> <b>Ref: QS World MBA Tour - 2 September 2011</b> <b>(School Name)</b> <b>Bogota Plaza Hotel</b> <b>Calle 100 No 18A-30</b> <b>Bogota</b> <b>Colombia</b></p> <p>Contact: Diana Carolina Rojas Tel: +571 - 6322200 Fax +571 – 6322237</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p><b>The Bogota Plaza Summit Hotel</b> offers special rates to the <b>QS World MBA Tour</b> from US\$147 (€102) per night plus tax (breakfast included). <u>This rate is only valid for bookings made before 31 July 2011.</u></p> <p>To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book.</p>
<b>Vaccinations</b>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b><u>You may be denied entry if you do not have the required proof of inoculations.</u></b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>



*Nuestra Calidez se Queda en Tí. • Our Warmth Stays with You.*

**BEDROOM BOOKING FORM- QS MBA & Grad School TOUR SEPT 2-3 ,2011**

**Hotel name** **BOGOTA PLAZA SUMMIT HOTEL**  
**Address** **Calle 100 No 18A - 30**  
**Telephone number** **571 - 6322200**  
**Fax number** **571 – 6322237**  
**Hotel Contact** **Maria Mercedes Vélez**  
**Email address** **[dcc3@bogotaplazahotel.com](mailto:dcc3@bogotaplazahotel.com) with copy**  
**Website** **[To \[dr@bogotaplazahotel.com\]\(mailto:dr@bogotaplazahotel.com\)](http://www.bogotaplazahotel.com)**  
**Website** **[www.bogotaplazahotel.com](http://www.bogotaplazahotel.com)**

Please send your reservation form to the hotel by **July 31, 2011**, hotel dead line date to obtain special rates and **guarantee room availability**

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Arrival date:** \_\_\_\_\_  
**Departure date:** \_\_\_\_\_  
**Credit Card Number:** \_\_\_\_\_  
**Expiry Date:** \_\_\_\_\_  
**Credit Card Holder:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Please mark your preferred room category:**

<b>Executive Room</b>	<b>•Single Room US\$ 147</b>	<b>•Double Room US\$ 175</b>
<b>Junior Suite</b>	<b>•Single Room US\$ 175</b>	<b>•Double Room US\$ 203</b>
<b>Business Suite</b>	<b>•Single Room US\$ 203</b>	<b>•Double Room US\$ 232</b>

To the above rates please add 10% sales tax and \$5.00 per person of daily Hotel Insurance.

**Full Buffet Breakfast included per person per day.  
Internet 24 hours included**

Do you want an airport pick – up (US 24)    Yes\_\_\_\_\_    No \_\_\_\_\_

Arrival date\_\_\_\_\_

Flight number\_\_\_\_\_

Airline\_\_\_\_\_

The US dollar rates could change according to the spot rate of the day.

**Please mark your special requests:**

Special requests:\_\_\_\_\_

Reservation confirmed: \_\_\_\_\_

Date:\_\_\_\_\_

A guest room will be held for late arrival, if guaranteed.

Check-in time is 15:00 pm.

Check-out time is 13:00 PM

In the event of non-arrival or cancellation ( 48 hours before arrival) we will charge for one  
room night and tax

## Lima

### Monday 5 September

**1800 – 2100** (1700: 1 hour Pre-Fair Candidate Admissions Seminar)

<b>Venue</b>	<p><b>Swissôtel Lima,</b> Via Central 150, Centro Empresarial Real, San Isidro Lima 27 Peru</p> <p>Tel: +51 1421-4400 Fax: + 51 1421-4422 <a href="http://www.swissotel.com">www.swissotel.com</a></p>
<b>Access</b>	<p>A Taxi from the airport costs US\$50 (€34). Journey time is 30 minutes. Valet Parking is available at the hotel for US\$3(€2) per hour.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 1600 <b>Fair Open to public:</b> 1700 Pre-Fair Seminar for candidates 1800-2100 <b>QS World MBA Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 2100</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number.	<p><u>The hotel will only accept deliveries from 29 August 2011</u> with custom duty cleared. A list of materials to be delivered should be sent to the hotel so they can monitor incoming cartons/parcels.</p> <p><b>Please note that all duty charges must be cleared prior to the hotel accepting any cartons/parcels.</b></p> <p>All deliveries should be clearly marked:</p> <p><b>C/O Daniela Nieto Urbieto</b> <b>QS World MBA Tour - 5 September 2011</b> <b>(School Name)</b> <b>Swissôtel Lima,</b> <b>Via Central 150,</b> <b>Centro Empresarial Real,</b> <b>San Isidro</b> <b>Lima 27</b> <b>Peru</b></p> <p>Contact: Daniela Nieto Urbieto Tel: +51 1421-9888 Ext. 2244 Fax +51 1421-4360</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p><b>The Swissôtel Lima</b> offers special rates to the <b>QS World MBA Tour</b> from US\$190 (€128) per night plus tax (breakfast included). This rate is only valid for bookings made before 4 August 2011. To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book.</p>
<b>Vaccinations</b>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b><u>You may be denied entry if you do not have the required proof of inoculations.</u></b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>

**Swissôtel Lima**

**Address** : Via Central 150, Centro Empresarial Real, San Isidro  
**Telephone number** : (+511) 421 98 88 Ext. 2292  
**Fax number** : (+511) 611 44 01  
**Email address** : [elizabeth.fonseca@swisslim.com.pe](mailto:elizabeth.fonseca@swisslim.com.pe)  
**Website** : [www.swissotel.com/lima](http://www.swissotel.com/lima)

**Please send your reservation form to the hotel by 4<sup>th</sup> August 2011. To obtain special rates.**

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Fax: Number** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Arrival date:** \_\_\_\_\_  
**Departure date:** \_\_\_\_\_  
**Credit Card Number:** \_\_\_\_\_  
**Expiry Date:** \_\_\_\_\_  
**Credit Card Holder:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Please mark your preferred room category:**

- ☐ Standard Room Single USD 190.00 (per room per night)  
☐ Standard Room Double USD 200.00 (per room per night)

Rates exclude taxes 18% VAT and 10% Services  
Buffet Breakfast is included  
Non Smoking Rooms

**Special requests:** \_\_\_\_\_

**Reservation confirmed:** \_\_\_\_\_ (date) \_\_\_\_\_

**All the reservations must be made guarantee by credit card.  
Check-in time is 15:00 hours and Check-out time is 12:00 hours  
Cancellations or changes must be made 48 hours before the arrival date.  
In the event of No Show we will charge for one room night plus all taxes.**

## Santiago

### Wednesday 7 September

**1800 – 2100** (1700: 1 hour Pre-Fair Candidate Admissions Seminar)

<b>Venue</b>	<p><b>W Santiago</b> Isidora Goyenechea 3000 Las Condes Santiago Chile</p> <p>Tel: +56 2 7700 000 Fax: +56 2 2341815 <a href="http://www.wsantiago.cl">www.wsantiago.cl</a></p>
<b>Access</b>	<p>A taxi from the airport costs US\$70 (€49) one way, journey time 30 minutes. The nearest subway station is Escuela Militar, a 15 minute walk from the hotel, a taxi would take 10 minutes and cost US\$5 (€3.50), journey time 5 minutes. There is nearby parking free of charge.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 1600 <b>Fair Open to public:</b> 1700 Pre-Fair Seminar for candidates 1800-2100 <b>QS World MBA Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 2100</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number.	<p><u>The venue will only accept deliveries from 1 September 2011</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p><b>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</b></p> <p>All deliveries should be clearly marked:</p> <p><b>QS World MBA Tour – 7 September 2011</b> (Guest name :) <b>Attention Mrs. Constanza Arriagada</b> <b>W Santiago</b> <b>Isidora Goyenechea 3000</b> <b>Las Condes</b> <b>Santiago</b> <b>Chile</b></p> <p>Tel: +56-2- 7700046 Fax: +56-2- 2343088</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p><b>The W Santiago</b> offers special rates to the <b>QS World MBA Tour</b> from US\$219 (€153) per night plus tax (breakfast included). <u>This rate is only valid for bookings made before 06 August 2011.</u></p> <p>To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book.</p>
<b>Vaccinations</b>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b><u>You may be denied entry if you do not have the required proof of inoculations.</u></b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela</u></b></p>





**QS WORLD MBA TOUR, SEPTEMBER 6<sup>TH</sup> TO SEPTEMBER 8<sup>TH</sup>**  
**HOTEL RESERVATION FORM**

Please send your reservation form before August 6<sup>th</sup>, 2011 (Reservations made after this date will be subject to availability)

Surname: \_\_\_\_\_ Title: \_\_\_\_\_  
First Name: \_\_\_\_\_ Initials: \_\_\_\_\_ Male ☐ Female ☐  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Want more benefits? Fill all the information above and become a Starwood Preferred Guest member! Yes \_\_\_\_ No \_\_\_\_  
Already an SPG member? N° \_\_\_\_\_

It is important to state that all foreigners paying their total bill in Dollars, Traveler Checks or with the following Credit Cards: American Express, Visa, Master Card and Diners (not issued in Chile) can be deduced of the 19% Value Aggregate Tax .

Check in time from 15:00hrs.  
Check out time is before 12:00hrs.  
Room rate per night US \$219.00 Wonderful single / double (Breakfast Included – Noso Restaurant)

**ARRIVAL / DEPARTURE**

Check In date: \_\_\_\_\_ Airline/Flight Number: \_\_\_\_\_ Time: \_\_\_\_\_  
Check Out date: \_\_\_\_\_ Airline /Flight Number: \_\_\_\_\_ Time: \_\_\_\_\_  
Requests: Single ☐ Double ☐  
Wonderful King ☐ Wonderful Twin ☐

Special Requests: \_\_\_\_\_

**Cancellation policy:**

Free of charge, 72 hrs. prior arrival date  
Cancellation received between 72 hrs. of the arrival day, will be charged 01 night of penalty.

**PAYMENT DETAILS: (Credit Card details are required to guarantee reservation.)**

Guaranteed by credit card: Amex ☐ Diners ☐ Master ☐ Visa ☐

Cardholder's name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Last Credit Card Digits: \_\_\_\_\_XXXX-XXXX-XXXX-\_\_\_\_\_ Expiration date: \_\_\_\_\_

**I hereby agree to the Hotel policy regarding credit card information**

Please send this reservation form scanned to Mr. Christopher Hevia [christopher.hevia@whotels.com](mailto:christopher.hevia@whotels.com) or via fax to +56 2 234 3088

**W SANTIAGO**  
ISIDORA GOYENECHEA 3000, LAS CONDES  
SANTIAGO  
CHILE

## Buenos Aires

### Friday 9 September

**1800 – 2100** (1700: 1 hour Pre-Fair Candidate Admissions Seminar)

<b>Venue</b>	<p><b>Marriott Plaza Hotel</b> Florida 1005 Buenos Aires C1005AAU Argentina</p> <p>Tel: +5411 4318-3040 Fax: +5411 4318-3008 <a href="http://www.marriott.co.uk/hotels/travel/buear-marriott-plaza-hotel-buenos-aires/">www.marriott.co.uk/hotels/travel/buear-marriott-plaza-hotel-buenos-aires/</a></p>
<b>Access</b>	<p>The nearest subway station is San Martin 2 blocks from the hotel. A taxi from the airport costs 150 Argentinean Pesos (US\$37/ €24). A hotel private car from the airport costs 300 pesos (US\$73/€49), Journey time is 30- 40 minutes depending on traffic. There is parking available in front of the hotel at 45 pesos (US\$11/€7.50) per day.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 1600 <b>Fair Open to public:</b> 1700 Pre-Fair Seminar for candidates 1800-2100 <b>QS World MBA Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 2100</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number.	<p>The venue will only accept deliveries from 5 September 2011 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p><b><u>We have been informed that Argentina now has NEW CUSTOM RESTRICTIONS :</u></b> <b>EACH BOX SHOULD NOT WEIGH MORE THAN 50 KGS OR IT WILL BE HELD BY CUSTOMS.</b> <b>DO NOT SEND ANY ELECTRICAL ITEMS IN BOXES.</b> <b>PROMOTIONAL MATERIAL SUCH AS PENS, PEN DRIVES ETC MUST HAVE A COMMERCIAL INVOICE AND BE WORTH NO MORE THAN USD 1,000.</b></p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels. All deliveries should be clearly marked:</p> <p><b>QS World MBA Tour – 9 September 2011</b> <b>(School Name and Name of school representative attending fair)</b> <b>Marriott Plaza Hotel Buenos Aires</b> <b>Florida 1005</b> <b>C1005AAU</b> <b>Capital Federal</b> <b>Buenos Aires</b> <b>Argentina</b></p> <p>For any queries regarding deliveries to the hotel, please contact: <b>Veronica Rimolo</b> Tel: +5411 4318-3023 Fax: +5411 4318-3008 Email: <a href="mailto:veronica.rimolo@marriott-hotels.com">veronica.rimolo@marriott-hotels.com</a></p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p><b>The Marriott Plaza Hotel Buenos Aires</b> offers special rates to the <b>QS World MBA Tour</b> from US\$172 (€116) per night plus tax. <u>This rate is only valid for bookings made before 18 July 2011.</u> To ensure this price please use the below link to book. <a href="http://www.marriott.com/hotels/travel/buear?groupCode=qbaqbaa&amp;app=resvlink&amp;fromDate=9/8/11&amp;toDate=9/10/11">http://www.marriott.com/hotels/travel/buear?groupCode=qbaqbaa&amp;app=resvlink&amp;fromDate=9/8/11&amp;toDate=9/10/11</a></p>
<b>Vaccinations</b>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. You may be denied entry if you do not have the required proof of inoculations.</p> <p><b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela</u></b></p>

## Sao Paulo Monday 12 September

**1800 – 2100** (1700: 1 hour Pre-Fair Candidate Admissions Seminar)

<b>Venue</b>	<p><b>Renaissance São Paulo Hotel</b> Alameda Santos, 2233 São Paulo CEP: 01419-002 Brasil</p> <p>Tel: +5511 3069 2233 Fax: + 5511 3069 3344 <a href="http://www.marriott.co.uk/hotels/travel/saobr-renaissance-sao-paulo-hotel/">www.marriott.co.uk/hotels/travel/saobr-renaissance-sao-paulo-hotel/</a></p>
<b>Access</b>	<p>The nearest station is Estação Consolação, which is 5 minutes walk from the hotel. The hotel offers an airport shuttle service with Transportation Desk, please email <a href="mailto:transportation.desk@yahoo.com.br">transportation.desk@yahoo.com.br</a> for more information on prices and booking arrangements.</p> <p>A taxi from the Guarulhos Airport costs R\$110 (US\$69/ €46), journey time is 50 minutes depending on traffic.</p> <p>A taxi from the Congonhas Airport costs R\$40 (US\$25/ €17), journey time is 30 minutes depending on traffic.</p> <p>There is parking available at R\$21 (US\$13/€9) for 5 hours.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 1600</p> <p><b>Fair Open to public:</b> 1700 Pre-Fair Seminar for candidates 1800-2100 <b>QS World MBA Tour</b> Fair &amp; Seminars</p> <p><b>Breakdown:</b> The room will have to be cleared at 2100</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number.	<p>The venue will only accept deliveries from 5 September 2011 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p><b>NEW RULES:</b> It is <b>MANDATORY</b> to add the tax ID (which should be the school representative Passport number)</p> <ul style="list-style-type: none"> <li>- The hotel <b>WILL NOT ACCEPT</b> any material under the hotel's name</li> <li>- The Passport number should be informed on the AWB and on the invoice, Brazilian Customs will not accept materials without this information.</li> </ul> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p><b>QS World MBA Tour – 12 September 2011</b> (School Name) (Name of school representative attending fair) Attention: Silvia Aki Al. Jau, 1620 São Paulo 01420-002 Brasil</p> <p>For any queries regarding deliveries to the hotel, please contact: Silvia Aki – Events Manager Tel: +55 11 3069 2628 Fax: +5511 3069 2364</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The Renaissance São Paulo Hotel offers special rates to the <b>QS World MBA Tour</b> from US\$207 (€145) per night plus tax (breakfast included). This rate is only valid for bookings made before 28 July 2011.</p> <p>To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book.</p>
<b>Vaccinations</b>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting.</p> <p><b>You may be denied entry if you do not have the required proof of inoculations.</b></p> <p><b>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</b></p> <p><b>Infected Areas include: Brazil, Columbia, Peru, and Venezuela</b></p>

## HOTEL BOOKING FORM



Renaissance São Paulo Hotel

Al: Santos, 2233 – 01419-002 – São Paulo - SP

+55 11 3069-2233

+55 11 3069-3344

[Reservas.brasil@marriott.com](mailto:Reservas.brasil@marriott.com)

[www.marriott.com/saobr](http://www.marriott.com/saobr)

Please send your reservation form to the hotel by **JULY, 28<sup>th</sup> 2011** to obtain special rates.

Name:

---

Company:

---

Address:

---

Phone Number:

---

Fax: Number

---

Email:

---

Arrival date:

---

Departure date:

---

Signature:

---

**Please mark your preferred room category:**

☐

Deluxe Room US\$ 207.00 (per room per night)

Rates exclude taxes (5% ISS tax e R\$6.00 tourism tax)

Full Buffet Breakfast is included in the rate

**Please mark your special requests:**

All rooms are Non Smoking

☐ King Size Bed      ☐ Twin Room

Special requests:

\_\_\_\_\_

Reservation confirmed: \_\_\_\_\_ (date) \_\_\_\_\_

A guest room will be held for late arrival, if guaranteed. Check-in time is 15:00 pm. Check-out time is 12:00 PM

Cancellations made prior to 24 hours on the day of arrival are not charged.

In the event of non-arrival we will charge for one room night and tax.

# Rio de Janeiro

## Wednesday 14 September

**1800 – 2100** (1700: 1 hour Pre-Fair Candidate Admissions Seminar)

<b>Venue</b>	<p><b>Windsor Barra</b>  Avenida Lucio Costa, 2630 – Barra da Tijuca  Rio de Janeiro  Brazil  22620-170</p> <p>Tel: +55 21 2195 5000  Fax: +55 21 2195 5050  <a href="http://www.windsorhoteis.com.br/en/hoteis/windsor-barra/1/apresentacao.aspx">www.windsorhoteis.com.br/en/hoteis/windsor-barra/1/apresentacao.aspx</a></p>
<b>Access</b>	<p>A taxi from the airport costs R\$65 (US\$40/€27), journey time is 30 minutes – depends on the traffic.  There is parking available at R\$12 (US\$8/€6.5) per day.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 1600  <b>Fair Open to public:</b> 1700 Pre-Fair Seminar for candidates  1800-2100 <b>QS World MBA Tour</b> Fair &amp; Seminars  <b>Breakdown:</b> The room will have to be cleared at 2100</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number..	<p>The venue will only accept deliveries from 10 September 2011 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p><b>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</b></p> <p>All deliveries should be clearly marked:</p> <p><b>QS World MBA Tour – 14 September 2010</b>  <b>(School Name)</b>  <b>Name of school representative attending fair</b>  <b>Windsor Barra</b>  Avenida Lucio Costa, 2630 – Barra da Tijuca  Rio de Janeiro  Brazil  22620-170</p> <p>For any queries regarding deliveries to the hotel, please contact: Ana Carolina Cruz (Events Department)  Tel: +55 21 2195 5008  Fax: +55 21 2195 5050  Email: <a href="mailto:windsorbarra@windsorhoteis.com.br">windsorbarra@windsorhoteis.com.br</a></p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The Windsor Barra offers special rates to the <b>QS World MBA Tour</b> from R\$462 (US\$283/€200) per night plus tax (breakfast included). <u>This rate is only valid for bookings made before 13 August 2011.</u></p> <p>To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book.</p>
<b>Vaccinations</b>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting.  <b>You may be denied entry if you do not have the required proof of inoculations.</b>  <u><b>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area. Infected Areas include: Brazil, Columbia, Peru, and Venezuela</b></u></p>



**WMT FALL 2011  
RIO DE JANEIRO, BRAZIL,  
SEPTEMBER 14, 2011**

**Windsor Barra Hotel - Rio de Janeiro, Brazil**

**In order for your reservation to be confirmed, please fill out this form and e-mail it along with a copy of the front and back of your credit card to [reservas.windsorbarra@windsorhoteis.com.br](mailto:reservas.windsorbarra@windsorhoteis.com.br) or fax it to +55-21-21955050.**

**NAME:** \_\_\_\_\_

**ADRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**CHECK-IN:** \_\_\_\_\_ **CHECK - OUT:** \_\_\_\_\_

**CHOOSE YOUR APARTMENT:**

**\* Deals for this event specifically:**

( ) **Single Superior:** R\$ 462,00 (daily rate) + 10% service fee + 5% taxes

( ) **Double Superior:** R\$ 508,00 (daily rate) + 10% service fee + 5% taxes

\* Check-in: 2pm - Check-out: 12pm

**Payment Conditions:**

- **The total amount will be charged in you credit card August 13, 2011. Eventual expenses will be charged at the hotel when you check-out.**
- **Pre-paid amounts are not refundable in the case of a cancelation or 'no show'.**
- **The values are expressed in Brazilian Reais (BRL).**
- **Breakfast is included in the package - from 6am to 10:30am.**

**CREDIT CARD: I agree with the terms established in this document and I authorize the Windsor Barra Hotel to charge the amount of my stay plus taxes, on the credit card informed below.**

( ) Visa ( ) Master Card ( ) American Express

**Credit Card Number:** \_\_\_\_\_

**Validity:** \_\_\_\_\_ **Security Code:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Credit Card Holder:** \_\_\_\_\_

**For further information, please contact Sun & Tour at [ioscorio2011@sunetour.com.br](mailto:ioscorio2011@sunetour.com.br) or +55-61-3051-4559 or +55-61-3051-4552**