



QS World MBA Tour Spring 2012

Exhibitor Information

Africa and Middle East
7 May – 18 May 2012

Johannesburg	Monday 7 May
Accra	Wednesday 9 May
Lagos	Saturday 12 May
Nairobi	Monday 14 May
Cairo	Wednesday 16 May CANCELLED
Beirut	Wednesday 16 May CANCELLED
Dubai	Friday 18 May



Note: All fairs are 2.5 hours long. Each fair will be preceded by a one hour 'Admissions Seminar' for candidates, therefore all advertising and information on our website will indicate a 4 hour event.

QS World MBA Tour – Africa & Middle East Spring 2012

Monday 7 May 17:30 – 20.00 (16:00- 17:30 - Pre-fair presentations and panels)	Johannesburg	Sandton Sun Hotel Corner Fifth Street & Alice Lane Sandton Johannesburg South Africa
Wednesday 9 May 18:30 – 21.00 (17:00-18:30 - Pre-fair presentations and panels)	Accra	La Palm Royal Beach Hotel La bypass Accra Ghana
Saturday 12 May 15.30 – 18.00 (13:00-15:30 Pre-fair presentations and panels)	Lagos	Eko Hotel & Suites Plot 1415 Adetokunbo Ademola Street Victoria Island Lagos Nigeria
Monday 14 May 18:30 – 21.00 (17:00-18:30 - Pre-fair presentations and panels)	Nairobi	Southern Sun Mayfair Nairobi CNR Parklands Road and Msapo Close Nairobi Kenya
Friday 18 May 18:30 – 21.00 (16:00-18:30 - Pre-fair presentations and panels)	Dubai	The Monarch Dubai #1 Sheikh Zayed Road Dubai, 125511 UAE

Exhibitor Information – QS World MBA Tour, Spring 2012

Thank you for your support of the QS World MBA Tour for Spring 2012 - 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 fax that confirms 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 7203. For any problems or questions contact: 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 Spring 2012 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 Spring 2012 tour.

To access Outreach: 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: onlinesupport@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](mailto:Daniel.Kahn@qs.com) onlinesupport@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 information provided in this pack.

Please note each hotel has a cut off date 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 check if you will need a visa for each country you are travelling to.
Different nationalities have different visa requirements.

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.

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 is partnering with QS as the shipper of your material.

OCS is operating 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 that you will not have to worry about 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 (for American participants) or 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 (5ft) wide x 2m (6.5ft) 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

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:

Middle East & Africa:

Africa: Barak Cerff barak@qs.com

Middle East: Mihir Patel Mihir@qs.com

As with any international travel and event management, we always try to expect the unexpected. Please do not hesitate to contact us with your questions and concerns.

You can contact our events team at: wmtlogistics@qs.com

Johannesburg
Monday 7 May 2012

17.30-20.00 (16.00 -17.30: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Sandton Sun Hotel Corner Fifth Street & Alice Lane Sandton Johannesburg South Africa</p> <p>Tel: +27 11 780 5000 Fax: +27 11 780 5002 www.southernsun.com</p>
Access	<p>Johannesburg boasts a newly operating train called Gautrain which will take you from the airport to Sandton for R100 (US\$14 / €11) the train leaves the airport every 15 minutes and takes 15 minutes to get to Sandton. It is very reliable, convenient and safe way to travel. The hotel has a shuttle service leaving the station every 20 minutes .</p> <p>The airport is 30 km from the hotel the journey takes approximately 45 minutes. Limousine transferred arranged by hotel: Mercedes = R625.00 (\$80 / €61) (maximum three pax) one way, dependant on amount of luggage. There is parking onsite and costs R22.00 for half day and R27.00 for full day</p>
Timetable	<p>Set-up: Exhibitor access from 15.30 Fair Open to public: 16.00 Pre-Fair Seminar for candidates 17.30-20.00 QS World MBA Tour Fair & Seminars Breakdown: The room will have to be cleared at 20.00</p>
Deliveries 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 1 May 2012 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>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: QS World MBA Tour – 7 May 2012 (School Name) ATTENTION: Tracey Offermann, Banqueting Sales Office Sandton Sun Hotel Corner Fifth Street & Alice Lane Sandton Johannesburg, 2146 South Africa</p> <p>Contact: Tracey Offermann Tel: +27 11 780 5689 Fax: +27 11 780 5855 Tracey.Offermann@sandtonsun.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Sandton Sun Hotel is offering a special rate to the QS World MBA Tour from R2555.00 (\$328 / €249) including breakfast. <u>This rate is only valid until 7 April 2012.</u></p> <p>The Garden Court Hotel is a very short walk away from the Sandton Sun (Fair Venue) offering a special rate of R1099 (\$141 / €107) per night, breakfast included. <u>This rate is valid until 4 May 2012.</u></p> <p>To take advantage of these prices please quote QS World MBA Tour and use the hotel reservation forms to make your booking.</p>

QS WORLD MBA TOUR – Booking code 2742.42
Sandton Sun Hotel
7 May 2012

RESERVATION DEADLINE – 7 April 2012

Name: _____

Arrival date: _____ **Flight number :** _____ **Time :** _____

Departure date: _____ **Flight number:** _____ **Time:** _____

Single accommodation: Standard Room at Sun Hotel R2555.00 <input type="checkbox"/> Including Breakfast	Double accommodation: Standard Room at Sun Hotel R2715.00 <input type="checkbox"/> Including Breakfast
Airport transfer: <u>Please select which mode of transport:</u> Mercedes (maximum 3 pax): R625.00 per trip <input type="checkbox"/>	

Fax number: _____ **Tel. Number:** _____

Postal address: _____

CREDIT CARD DETAILS FOR ACCOMMODATION RESERVATION															
Card Type	Mastercard	<input type="checkbox"/>	Visa	<input type="checkbox"/>	Diners Club	<input type="checkbox"/>	American Express	<input type="checkbox"/>							
Card number															
Please enter your card number and not your statement number															
Expiry Date	____/____	Name of Card Holder	_____												
Signature	_____														
Last three digits at the back of the card	_____	Date	_____												

Hotel Booking confirmation number: _____

Sandton City
Cnr West & Maude Streets
Sandown Johannesburg
Private Bag X9913
Sandton 2146 South Africa
Tel: +27 (0) 11 269 7000
Fax: +27 (0) 11 269 7200
Email: gcsandtoncity@southernsun.com

Group Name: **QS WORLD MBA TOUR**
Booking Number: **619950**

Reservation must be made by: 04 May 2012

Name:	
Title:	
Company:	
Address:	
Phone Number:	
Fax Number:	
Email:	
Arrival date:	
Departure date:	
Credit Card Number:	
Expiry Date:	
CVC Number (last 3 digit on the back of the card):	
Credit Card Holder:	
Signature:	

☐ SINGLE / DOUBLE OCCUPANCY – R 1099.00

Breakfast is included

Please mark your special requests:

- ☐ Smoking Room ☐ Non Smoking Room
☐ Queen Size Bed ☐ Twin Room

Special requests: _____

A guest room will be held for late arrival, if guaranteed. Check-in time is 14:00 pm. Check-out time is 11:00 PM

In the event of non-arrival we will charge for one room night and tax as your reservation is guaranteed until 6 p.m.

Accra
Wednesday 9 May

18.30 - 21.00 (17.00: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>La Palm Royal Beach Hotel La bypass Accra Ghana</p> <p>Tel: +233 (0) 302 215100 Fax: +233 (0) 302 771717 www.gbghghana.net</p>
Access	<p>There is an airport shuttle bus organised through the hotel, free for guests of the hotel. Journey time 15 minutes. There is parking onsite.</p>
Timetable	<p>Set-up: Exhibitor access from 16.30 Fair Open to public: 17.00 Pre-Fair Seminar for candidates 18.30-21.00 QS World MBA Tour Fair & Seminars Breakdown: The room will have to be cleared at 21.00</p>
<p>Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number</p>	<p><u>The venue will only accept deliveries on the date of the event – 9 May</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>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>QS World MBA Tour – 9 May 2012 (School Name) ATTENTION: Sandra Dodoo La Palm Royal Beach Hotel La bypass Accra Ghana</p> <p>Contact: Sandra Dodoo Tel: ++233 (0) 244 362 364/0302 215 100 joseph.anthonio@gbghghana.net</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The La Palm Royal Beach Hotel is offering a special rate to the QS World MBA Tour of from US\$225 (€172) including breakfast. <u>This rate is only valid until 8 April 2012.</u></p> <p>To take advantage of these prices please quote QS World MBA Tour and use the hotel reservation forms to make your booking.</p>

HOTEL RESERVATION FORM
LA-PALM ROYAL BEACH HOTEL, ACCRA – GHANA
Tel: 233 21 771700/771666/7010353/ Fax 233 21 771717 Attn Reservation Dept

(QS MBA TOUR)
(08TH –13TH MAY, 2012.)

RESERVATION DETAILS

Last Name of Participant :(Mr. Ms. Prof. Mrs.)

First Name:

Address:

City:

State/Province:

Telephone Number:

Fax Number:

E-mail address:

I WOULD LIKE TO RESERVE:

(tick appropriate box) – Rates inclusive of Tax and full English breakfast

Standard Room Single occupancy \$225 USD Double occupancy \$265 USD

Arrival date: (day)..... / (month)...../2012 Departure Date/...../2012

ALL RESERVATIONS TO BE GUARANTEED I wish to guarantee my reservation (complete credit/charge card details): (..) American Express () Master card () Visa

(PLEASE ATTACH BACK AND FRONT COPY OF YOUR CREDIT CARD)

Credit Card Number:..... Expiry Date:.....

Cardholder Print Name:.....

DECLARATION

I hereby guarantee and authorized my credit card be debited with an amount of

\$.....

.....Signature Code.....

Guest signature:

ACKNOWLEDGED/CONFIRMED

DATE

CONFIRMATION

Reservations should be made directly with LA-PALM ROYAL BEACH HOTEL by returning this form to fax number: +233-21 771 717

ROOM AVAILABILITY IS NOT GURANTEED AFTER 08TH APRIL , 2012.

Special conference rate has been arranged for all participants 2 days prior the event and 2 days after. In order to avail of this rate, please do not course your reservation through a travel agent. The above credit card number will serve to guarantee the room reservation and authorize La-Palm Royal Beach Hotel to charge one-night room charge in case of no show guest. Our reservation department will be re-sending the same form thru fax as an acknowledgement and confirmation of the room reservation.

Lagos
Saturday 12 May

15.30-18.00 (14.00: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Eko Hotel & Suites Plot 1415 Adetokunbo Ademola Street Victoria Island Lagos Nigeria</p> <p>Tel: +234 1 277 2700-19 Fax: +234 1 270 4071 www.ekohotels.com</p>
Access	<p>The cost of a taxi from the airport is N14,000 (\$96 \ €64), journey time is 40 min. There is parking on site.</p>
Timetable	<p>Set-up: Exhibitor access from 12.30 Fair Open to public: 13.00 Pre-Fair Seminar for candidates 15.30-18.00 QS World MBA Tour Fair & Seminars Breakdown: The rooms will have to be cleared at 18.00</p>
Deliveries 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 7 May 2012</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>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>QS World MBA Tour – 12 May 2012 (School Name) c/o Fausat Ibrahim Eko Hotel & Suites Plot 1415 Adetokunbo Ademola Street Victoria Island Lagos Nigeria</p> <p>Contact Person: Bimpe Kalesanwo - Conf. & Bqt. Sales Manager Tel : +234 1 262 4600-19 Ext 6179/6079/6065 Email: bkalesanwo@ekohotels.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Eko Hotel and Suites offers the QS World MBA Tour a special rate of N51,000 (\$352/ €232) plus tax. <u>This rate is only valid for bookings made before 12 April 2012.</u></p> <p>To take advantage of this price please quote QS World MBA Tour and use the hotel reservation form to make your booking.</p>

Eko Hotel & Suites

Adetokunbo Ademola Street

P.O. Box 12724

Victoria Island

Lagos - Nigeria

Tel: +234 1 2772700 – 25

Fax: +234 1 2704071

E-mail: reservation@ekohotels.com

Reservation must be made by: **12 April 2012**

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

CLASSIC SUPERIOR ROOM @ N 51 000.00**BUFFET BREAKFAST @ N 4 500.00****Please mark your special requests:**

- | | |
|--|---|
| <input type="checkbox"/> Smoking Room | <input type="checkbox"/> Non Smoking Room |
| <input type="checkbox"/> King Size Bed | <input type="checkbox"/> Twin Room |

Special requests: _____

A guest room will be held for late arrival, if guaranteed. Check-in time is 3:00 pm. Check-out time is 12:00 PM

Cancellations made prior to 6 p.m. three days prior to 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 7 a.m.

Nairobi
Monday 14 May

18.30 - 21.00 (17.00: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Southern Sun Mayfair Nairobi CNR Parklands Road and Msapo Close Nairobi Kenya</p> <p>Tel: +245 020 3688000 Fax: +254 020 3748823 www.southernsun.co.ke</p>
Access	<p>The hotel has an airport shuttle which takes approx. 45min and costs KHS 1,800 (\$21 \ €16). There is parking on site and it is complimentary.</p>
Timetable	<p>Set-up: Exhibitor access from 16.30 Fair Open to public: 17.00 Pre-Fair Seminar for candidates 18.30-21.00 QS World MBA Tour Fair & Seminars Breakdown: The room will have to be cleared at 21.00</p>
Deliveries	<p><u>The venue will only accept deliveries on the date of the event – 7 May</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>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>QS World MBA Tour – 14 May 2012 (School Name) ATTENTION: Ms. Joy K Obessa Southern Sun Mayfair Nairobi CNR Parklands Road and Msapo Close Nairobi Kenya</p> <p>Contact: Ms. Joy K Obessa Tel: +254 020 3688515 conference@southernsun.co.ke</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Southern Sun Mayfair Nairobi is offering a special rate to the QS World MBA Tour of from US\$235 (€180) including breakfast. <u>This rate is only valid until 14 April 2012.</u></p> <p>To take advantage of these prices please quote QS World MBA Tour and use the hotel reservation forms to make your booking.</p>

MAYFAIR NAIROBI

Cnr. Parklands road and Msapo Close, Parklands
P.O. box 66807 - 00800, Westlands, Nairobi, Kenya
T: + 254 (020) 3740920 t: +254 (020) 3748823
Email: admin@southernsun.co.ke
Website: www.southernsun.co.ke

Send this form to Felix Shyaba: shyabaf@southernsun.co.ke

Group Name: **QS WORLD MBA TOUR**

Reservation must be made by: 14 April 2012

Name:	
Title:	
Company:	
Address:	
Phone Number:	
Fax Number:	
Email:	
Arrival date:	
Departure date:	
Credit Card Number:	
Expiry Date:	
CVC Number (last 3 digit on the back of the card):	
Credit Card Holder:	
Signature:	

☐ **SINGLE / DOUBLE OCCUPANCY – US\$ 235.00**

Breakfast is included

Please mark your special requests:

- | | |
|---|---|
| <input type="checkbox"/> Smoking Room | <input type="checkbox"/> Non Smoking Room |
| <input type="checkbox"/> Queen Size Bed | <input type="checkbox"/> Twin Room |

Special requests: _____

Dubai
Friday 18 May

18:30 – 21.00 Open fair (16.00-18.30: Pre-fair presentations and panels)

Venue	<p>The Monarch Dubai #1 Sheikh Zayed Road 125511 Dubai UAE</p> <p>Tel: +971 4 501 8888 Fax: +971 4 501 8899 www.themonarchdubai.com</p>
Access	<p>A taxi from the airport will take approximately 15 minutes and cost around AED 35 – 40 (US\$9.50 – US\$11). The closest train station is the World Trade Centre and it is 700 meters away from the venue. The parking is free of charge for in-house guest.</p>
Timetable	<p>Set-up: Exhibitor access from 3pm Fair Open to public: 16.00-18.30 Pre-fair presentations and panels (participating schools will be informed) 18.30-21.00 QS World MBA Tour Fair & Seminars Breakdown: The rooms will have to be cleared at 9pm</p>
Deliveries 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 17 May 2012 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>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>QS World MBA Tour – 18 May 2012 (School Name) The Monarch Dubai #1 Sheikh Zayed Road 125511 Dubai UAE</p> <p>Tel: +97145018875 Fax: +97145018859</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Monarch Dubai offers special rates to the QS World MBA Tour from AED650 (US\$177 / €139) per night plus tax. <u>This rate is only valid for bookings made before 15th March 2012</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>



INDIVIDUAL RESERVATION FORM

First Name : _____
 Last Name : _____
 Title : (Ms, Mr, Mrs) _____
 Contact Address : _____
 City : _____ Country : _____
 Postal code / Zip code : _____ Email : _____
 Telephone : _____ Passport Number : _____
 Mobile : _____ Date of Birth : _____
 Fax : _____
 Name of Conference Organiser : _____
 Name and Date of Conference : _____

Room reservation:

“QS World MBA Tour – Dubai 2012”

May 18, 2012

Please send your reservation form to the hotel by 15 March 2012 to obtain special rates

Rates offered by hotel :

Number of rooms required:

Single or double occupancy :

Arrival date:

Departure date :

Room type		
<i>Single Deluxe</i>	<i>Double Deluxe</i>	
AED 650++ per room per night	AED 750++ per room per night	

Arrival Flight details:

Departure Flight details:

Additional request :

Smoking

☐

Non-smoking

☐

Special request :

Payment term:

Credit card number :

Expiry date :

Cardholder name :

Type of credit card :

Visa

☐

Diners

☐

Mastercard

☐

Others

AMEX

☐

Terms and Conditions:

1. Our official check-in time is from 15:00 hours. All requests for early check-in are subject to availability.
2. Our official check-out time is 12:00 hours. All requests for late check-out are subject to availability.
3. All bookings require credit card guarantee.
4. Reservations will not be accepted if credit card details are incomplete.
5. Reservations are subject to availability.
6. In the event of 07 days Cancellation or No Show, the hotel has the right to charge full room nights booked against the credit card.

Declaration:

I, _____, the undersigned hereby authorize The Monarch Dubai to hold the amount incurred of the total number of room nights as a guarantee for this reservation request. The hotel has the right to charge the total cost of the ONE room night reserved should the booking be cancelled or in the event of no-shows on the day of arrival.

Client signature :

Client name :

Date:

Kindly return scanned copy of this form to reservations@themonarchdubai.com