



QS World MBA Tour Spring 2012

Exhibitor Information

Europe

28 February – 22 March 2012

Rome	Tuesday 28 February
Lisbon	Thursday 1 March
London	Saturday 3 March
Vienna	Monday 5 March
Budapest	Tuesday 6 March
Brussels	Thursday 8 March
Paris	Saturday 10 March
Geneva	Monday 12 March
Hamburg	Thursday 15 March
Frankfurt	Saturday 17 March
Almaty	Monday 19 March
Moscow	Thursday 22 March

Note: All fairs are 2.5 hours long. Each fair will be preceded by a 2.5 hour 'Admissions Seminar' for candidates, therefore all advertising and information on our website will indicate a 4-5 hour event.

QS World MBA Tour – Europe Spring 2012

Tuesday 28 February 18:30 – 21.00 (16:00- 18:30 - Pre-fair presentations and panels)	Rome	Hotel Palatino Via Cavour 213/M Rome 00184 Italy
Thursday 1 March 18:30 – 21.00 (16:00- 18:30 - Pre-fair presentations and panels)	Lisbon	Sana Lisboa Hotel Av. Fontes Pereira Melo,8 1069-310 Lisbon Portugal
Saturday 3 March 15.30 – 18.00 (13:00-15:30 Pre-fair presentations and panels)	London	The Queen Elizabeth II Conference Centre Broad Sanctuary Westminster London SW1P 3EE United Kingdom
Monday 5 March 19:00 – 21.30 (18:00-19:00 Pre-fair presentations and panels)	Vienna	Palais Ferstel Strauchgasse 4 1010 Vienna Austria
Tuesday 6 March 18:30 – 21.00 (16:00- 18:30 - Pre-fair presentations and panels)	Budapest	Novotel Budapest Centrum Rákóczi út 43-45 Budapest 1088 Hungary
Thursday 8 March 18:30 – 21.00 (16:00- 18:30 - Pre-fair presentations and panels)	Brussels	Stanhope Hotel Rue de Commerce 9 Brussels 1000 Belgium
Saturday 10 March 15.30 – 18.00 (13:00-15:30 Pre-fair presentations and panels)	Paris	Le Méridien Etoile 81 Boulevard Gouvion Saint-Cyr 75017 Paris France
Monday 12 March 19:00 – 21.30 (18:00-19:00 Pre-fair presentations and panels)	Geneva	Four Seasons Hotel des Bergues 33, Quai des Bergues 1201 Geneva Switzerland
Thursday 15 March 18:30 – 21.00 (17:00- 18:30 - Pre-fair presentations and panels)	Hamburg	Fairmont Hotel Vier Jahreszeiten Neuer Jungfernstieg 9-14 20354 Hamburg Germany
Saturday 17 March 15.30 – 18.00 (13:00-15:30 Pre-fair presentations and panels)	Frankfurt	Hilton Frankfurt Hochstrasse 4 60313 Frankfurt am Main Germany

Monday 19 March 18:30 – 21.00 (16:00- 18:30 - Pre-fair presentations and panels)	Almaty	The Dostyk Hotel 36, Kurmangazy str., Almaty 050021 Republic of Kazakhstan
Thursday 22 March 3.30pm – 6.00pm (1-3:30pm Pre-fair presentations and panels)	Moscow	Radisson Slavyanskaya Hotel & Business Center Europe Square, 2 Moscow, 121059 Russia

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 attached bedroom booking form in this pack.

Please note each hotel has a cut off date on 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:

COUNTRY	CONTACT	EMAIL
UK, Italy, Germany	Simona Bizzozero	Simona@qs.com
Spain	Jose Antonio Cruzado Carlota Fernández	Jose@qs.com Carlota@qs.com
France, Switzerland, Austria	Isabelle Pasmantier	Isabelle@qs.com
Russia, Kazakhstan	Tatyana Maksimova	Tatyana@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

Rome
Tuesday 28 February

18.30-21.00 (16:00-18:30: Pre-fair presentations and panels)

Venue	<p>Hotel Palatino Via Cavour 213/M 00184 Roma Italy</p> <p>Tel: +39 6 4814927 Fax: +39 6 4740726 www.hotelpalatino.com</p>
Access	<p>The hotel is a 2 minute walk from Cavour station on line B of the Metro. The cost of a taxi from the airport is €50 (\$65), the journey time is up to 1 hour. There is no parking at the hotel. The parking lots in the vicinity charge from €30/ day (\$39)</p>
Timetable	<p>Set-up: Exhibitor access from 15:00 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 21:00</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 24 February 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 – 28 February 2012 (School Name) Attn: Tamara Panichi Hotel Palatino Via Cavour 213/M 00184 Roma Italy</p> <p>Contact name: Tamara Panichi Tel: + 39 6 4814927 Fax: + 39 6 4740726</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Hotel Palatino offers the QS World MBA Tour a special rate starting at €153 (\$199) per night (inclusive of tax and Buffet Breakfast).</p> <p><u>This rate is only valid for bookings made before 28th January 2012</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>



Via Cavour 213/m – 00184 Roma
tel. +39 06 4814927 – fax +39 06 4740726
info@hotelpalatino.com – www.hotelpalatino.com

Meeting: World MBA tour – February 28th, 2012

Please return this form to individualreservation@hotelpalatino.com

No later than 28th January 2012

First name.....
Last name
Passport Number..... Date of Birth.....
Tel number.....fax number.....
e-mail address.....

Arrival date.....Departure date.....

Double for single use euro 153.00 Twin/Double euro 173.00
City tax euro 3,00, per person, per night

Credit card numberexpiry date.....
Cardholder name..... type of credit card.....

Terms and Conditions:

1. Our official check-in time is from 14:00 hours. All requests for early check-in are subject to availability.
2. Our official check-out time is 10:00 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. In the event of 04 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 Grand Hotel Palatino 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 ONE room night in case the booking is cancelled after the agreed terms or in case of no-shows on the of arrival day.

Client signature :

Client name :

Date:

Lisbon
Thursday 1 March

18.30-21.00 (16:00-18:30: Pre-fair presentations and panels)

Venue	<p>Sana Lisboa Hotel Av. Fontes Pereira Melo,8 1069-310 Lisbon Portugal</p> <p>Tel: +351 21 0064 300 www.lisboa.sanahotels.com</p>
Access	<p>The closest metro station is Marques de Pombal (Blue Line) which is 200 meters from the hotel. A taxi from the airport cost around €20 (US\$26) and takes approx. 20 minutes depending on traffic. The hotel does provide a shuttle which costs €45 (US\$60). There is parking available at the hotel which costs €15.50 (US\$21) per day.</p>
Timetable	<p>Set-up: Exhibitor access from 15:00 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 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>The venue will only accept deliveries from 28 February 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 – 1 March 2012 (School Name) Attn: Filipa Pestana Rua Actor Tasso, 2 1069-360 Lisbon Portugal</p> <p>T +351 21 0064 300 F +351 21 00345</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Sana Lisboa Hotel offers single rooms from €102 (US\$135) per night including taxes and breakfast.</p> <p><u>This rate is only valid for bookings made before 10 February 2012.</u></p> <p>To ensure this price please use the attached hotel reservation form to book.</p>

RESERVATION FORM

Group QS – 29th February to 01st March 2012

Surname:		Name:	
Address:			
Telephone:		Email:	
Arrival Date:		Departure Date:	
Arrival Time:		Departure Time:	

- ☐ **Single:** € 102,00 (includes breakfast, taxes and service charge)
 ☐ **Smoking**
☐ **Non Smoking**
- ☐ **Double:** € 112,00 (includes breakfast, taxes and service charge)

The Reservation Form must be received before 10th February 2012, after this date the confirmation will be subject to availability of room and rate.

One (01) night deposit is required one (01) week prior to arrival and will be charge on the credit card.

In order to guarantee this booking please provide us:

Credit Card Nº:		Expiry date:	
C.V. V. (In case of Visa Card):			
I hereby authorize SANA Hotels to charge the above mentioned credit card with the Amount of			
			Euros
Authorized Signature:			

Cancellations:

Any cancellation must be received in writing to the SANA Lisboa Hotel.

Cancellations received until 10/02/2012, no cancellations fee will be applied

Cancellations received between 11/02/2012 and 22/02/2012 will be charged 50% of the entire stay in your credit card

Cancellations received after 23/02/2012 your credit card will be charged for all nights booked

All No-Shows will be charged to your credit card for all nights booked. The same procedure applies to any modification to the initial reservation

Please fax this form back to: (351) 21 00 64 345

Or email: grp.lisboa@sanahotels.com

London
Saturday 3 March

15.30-18.00 (13.00 – 15.30: Pre-fair presentations and panels)

Venue	<p>The Queen Elizabeth II Conference Centre Broad Sanctuary, Parliament Square, London SW1P 3EE United Kingdom</p> <p>Tel: +44 20 7222 5000 Fax: +44 20 7798 4200 www.qeicc.co.uk</p>
Access	<p>Westminster tube station is five minutes from QEICC. (District, Circle and Jubilee Line). Take Exit 6 to Parliament Square. The QEICC is directly opposite Westminster Abbey.</p> <p>Travelling from the airport: Heathrow Express £32 (US\$48 / €38) return every 15 minutes, into Paddington Station (20 mins). District and Circle line from Paddington to Westminster (25 minutes). Gatwick Express £25 return (US\$37 / €30) every 15 minutes into Victoria Station (30 minutes). Take the District and Circle line from Victoria to Westminster station (4 minutes). There are Masterpark car parks within the area. Contact details 0800 243 348 / www.masterpark.org.uk.</p>
Timetable	<p>Set-up: Exhibitor access from 12pm</p> <p>Fair Open to public: 13:00-15:30 Pre-fair presentations and panels (participating schools will be informed) 15:30-18:00 QS World MBA Tour Fair & Seminars</p> <p>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 1 March 2012 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>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>QS World MBA Tour – 3 March 2012 (School Name) - No. of Packages Storey's Gate Loading Bay The Queen Elizabeth II Conference Centre Westminster London SW1P 3EE United Kingdom</p> <p>Tel: +44 20 7798 4086</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Queen Elizabeth II Conference Centre has no accommodation, we have sourced a nearby option: The Grange Rochester Hotel offers special rates to the QS World MBA Tour from £110 (US\$170, €131) per night (breakfast included). <u>This rate is only valid for bookings made before 4 February 2012.</u></p> <p>To ensure the above prices please use link below and group code to book. https://www.grangehotels.com/reservations/card_submission_ho.aspx Group Code: 020312J Please make sure you choose Grange Rochester Hotel from the drop down menu.</p>

Vienna
Monday 5 March

19.00-21.30 (18:00-19:00 Pre-fair presentations and panels)

Venue	<p>Palais Ferstel Strauchgasse 4 1010 Vienna Austria</p> <p>Tel: +43 1 533 37 63 32 Fax: +43 1 533 37 63 38 www.palaisevents.at</p>
Access	<p>The closest station to the venue is Herrengasse on line U3; it is a walking distance from the venue.</p> <p>A taxi from the airport costs €40 (\$54) per car, journey time is 30 minutes. There are two parking garages close to the venue: Park garage and Wipark garage – Freyung which costs €4/hour (\$5.50)</p>
Timetable	<p>Set-up: Exhibitor access from 17:00</p> <p>Fair Open to public: 18:00-21:30 QS World MBA Tour Fair & Seminars</p> <p>Breakdown: The rooms will have to be cleared at 21:30</p>
<p>Deliveries</p> <p>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 <u>2 March 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>Palais Ferstel Att. Eva Regenfelder QS World MBA Tour - 5 March 2012 (School Name) Palais Ferstel Strauchgasse 4 1010 Vienna Austria</p> <p>Contact Person: Eva Regenfelder Tel: +43 1 533 37 63 32 Fax: +43 1 533 37 63 38</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Le Meridien offers the QS World MBA Tour a special rate from €230 (US\$304) per night including tax.</p> <p><u>This rate is only valid for bookings made before 3rd February 2012.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>

Le MERIDIEN

WIEN

QS World MBA Tour
4th – 6th March 2012

Please sent your Reservation to: FAX +43 1 588 90 3801 latest by 3rd February 2012

Guest Name: _____

Company Name: _____

Address: _____

Phone: _____ e-mail: _____

Fax: (for confirmation) _____

Arrival date: _____

Check in time is 4 p. m.

Departure date: _____

Check out time is 12 p. m.

☐ Superior (Queen Size Bed)

Single room per night: € 230.00

☐ Superior (Queen Size Bed)

Double room per night: € 230.00

Our Breakfast buffet is served at the Restaurant Shambala and charged at € 29 per person.

To guarantee your booking please advice your credit card details, otherwise the room will be released on arrival date at 04.00 pm.

Credit Card Type _____

Card holder _____

Card Number: _____ Exp. Date: _____

Cancellation: Your reservation can be cancelled free of charge until 72 hours prior to arrival.

The Le Meridien Hotel is happy to confirm your booking and welcome you soon in Vienna!

stamp & date

Confirmation number

Budapest

Tuesday 6 March

18.30-21.00 (16:00-18:30: Pre-fair presentations and panels)

Venue	<p>Novotel Budapest Centrum Rákóczi út 43-45 Budapest 1088 Hungary</p> <p>Tel: +36 1 477 5300 Fax: +36 1 477 5353 http://www.novotel.com/gb/hotel-3560-novotel-budapest-centrum/index.shtml</p>
Access	<p>The closest metro station to the Hotel is Blaha Lujza tér it is a walking distance from the Novotel. A taxi from the airport to the hotel costs 8900 HUF (\$39, €30) per car. Journey time is 30 minutes. There is onsite parking available from 440 HUF (€1.50, \$1.90) per hour to 5280 HUF (€17.30, \$23)</p>
Timetable	<p>Set-up: Exhibitor access from 15:00 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 21:00</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 2 March 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.</u></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 - 6 March 2012 Att. Laura IVÁNCSEK (School Name) Novotel Budapest Centrum Rákóczi út 88 Budapest 1088 Hungary</p> <p>Contact Person: Ms Laura Ivancsik Tel: +36 1 477 5473 Fax: +36 1 477 5454 Email: H3560-sb2@accor.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Novotel Budapest Centrum offers the QS World MBA Tour a special rate from €79 (US\$104) per night including tax. Breakfast is included.</p> <p><u>This rate is only valid for bookings made before 31 January 2012.</u> To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>



Novotel Budapest Centrum

1088 Budapest, Rákóczi út 43-45.

Tel :+36 (1) 477-5400 Fax : +36 (1) 477-5454

www.novotel-bud-centrum.hu e-mail: h3560-sb2@accor.com

Individual guest room reservation request for

QS World MBA Tour Spring 2012

06. March 2012

Please return to Novotel Budapest Centrum, reservation office Ms. Laura Iváncsik **by 31 January 2012**

Fax: +36 1 477-5454

e-mail: h3560-sb2@accor.com

☐ **Single occupancy** **Euro 79,-**

☐ **Double occupancy** **Euro 89,-**

☐ **Executive supplement** Euro 22,- ☐ **Smoking** ☐ **Non-Smoking**

The rate given is quoted per room per night, and included of VAT(currently 18%) and city tax (currently HUF 431/person/night ca. € 1,57).

Free Wifi connection and American buffet breakfast are INCLUDED.

PRE-AND POST –NIGHTS:

☐ Single occupancy - € 79, 00 per room per night incl. VAT, city tax, breakfast and free Wifi

☐ Double occupancy- € 89, 00 per room per night ind. VAT, city tax, breakfast and free Wifi

Arrival date: _____ Departure date: _____

Name: _____

Invoice Address: _____

Phone: _____ Fax: _____

Creditcard: _____ Number: _____

Expiry date: _____ Name on credit card: _____

Date: _____ Authorised signature: _____

CANCELLATION AND PAYMENT POLICY

I guarantee this room reservation with my credit card. I agree that by 20 February 2012 1 night (at least € 79 in case of single room) will be charged to my credit card, unless the reservation has been cancelled.

This 1 night deposit is non-refundable.

Cancellation without any penalty : till 19 February 2012.

From 20 February 2012 100% cancellation fee is due.

The remaining amount should be paid at the Reception by credit card or in cash.

For the hotel to fill in.

We are pleased to confirm your reservation.

We look forward to greeting you at Novotel Budapest Centrum.

Reservation Number:

Date

Signature

Stam

Brussels
Thursday 8 March

18.30-21.00 (16:00-18:30: Pre-fair presentations and panels)

Venue	<p>Stanhope Hotel Rue de Commerce 9 Brussels 1000 Belgium</p> <p>Tel: +32 506 91 11 Fax: +32 512 1708 www.stanhope.be</p>
Access	<p>The closest station to the Hotel is Trône. It is 200m from the hotel. The closest train station is 2km away and takes approximately 10 mins and cost €15 (US\$21). A taxi from the airport to the hotel costs €50 (US\$68) per car. Journey time is 30-50 minutes. Onsite parking is available at €25/day (US\$34)</p>
Timetable	<p>Set-up: Exhibitor access from 15:00</p> <p>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</p> <p>Breakdown: The rooms 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 from 24 February 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>Att. Inge Laeremans QS World MBA Tour - 8 March 2012 (School Name) Stanhope Hotel Rue de Commerce 9 Brussels 1000 Belgium</p> <p>Contact Person: Inge Laeremans Tel: +32 506 90 31 Fax: +32 506 9026</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Stanhope Hotel offers the QS World MBA Tour a special rate from €185 (US\$245) per night including tax and breakfast.</p> <p><u>This rate is only valid for bookings made before 5th February 2012.</u> To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>



<p>Rue du Commerce 9 - 1000 Bruxelles Tel: +32.2.700.78.78 - Fax: +32.2.205.15.25 Email: reservations@thonhotels.be All reservations must be made before 17th February 2012</p>		
NAME :		
FIRST NAME :		
COMPANY: QS World MBA Tour		
BLOCK CODE: QSW120305		
TEL N°:	FAX N°:	
EMAIL:		
THON HOTELS MEMBER CARD : <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input type="checkbox"/> Privilege		MEMBER CARD NUMBER :
ARRIVAL DATE		DEPARTURE DATE
CHECK IN: 07/03/2012		CHECK OUT: 09/03/2012
Special rate EBF		
<input type="checkbox"/> Classic Double 1 person € 185 Excl. city tax of 9,28 EUR Breakfast included		<input type="checkbox"/> Executive Room 1 person € 235 Separate seating area Excl. city tax of 9,28 EUR Breakfast included
<input type="checkbox"/> 2 nd person in room (Supplement: 35 EUR per night including breakfast)		
CREDIT CARD TYPE AND NUMBER (for guarantee):		EXPIRY DATE:
DO NOT FILL IN – FOR HOTEL PURPOSES ONLY		
RESERVATION TAKEN BY:		CONFIRMATION NUMBER:
CANCELLATIONS: NO LATER THAN 48H BEFORE ARRIVAL DAY		

Paris
Saturday 10 March

15.30-18.00 (13.00 – 15:30: Pre-fair presentations and panels)

Venue	<p>Le Meridien Etoile 81 Boulevard Gouvion St Cyr 75017 Paris France</p> <p>Tel: +33 1 40 68 34 34 Fax: +33 1 40 68 31 31 www.lemeridienetoile.com</p>
Access	<p>The closest metro station is Porte Maillot – line 1, it is a 2 minutes walk from the Hotel. A taxi station is just in front of Hotel. Air France Bus shuttle is available from the airport priced €15 (\$19) and journey time is 30-40 min. The cost of a taxi from the airport is €45/50 (\$58/64). There is a parking at the hotel and costs €26 (\$35) per day.</p>
Timetable	<p>Set-up: Exhibitor access from 12pm Fair Open to public: 13:00-15:30 Pre-fair presentations and panels (participating schools will be informed) 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 9 March 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 – 10 March 2012 (School Name) Attn: Headwaiter / Conference Center Le Meridien Etoile 1 rue Belidor 75017 Paris France</p> <p>T +33 1 40 68 31 55 F +33 1 40 68 31 03</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Le Meridien Etoile, offers deluxe rooms from €145 (US\$189) per night including taxes but excluding breakfast.</p> <p><u>This rate is only valid for bookings made before 9th February 2012.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>

SPECIAL OFFER – WORLD MBA TOUR

PREFERENTIAL RATE from 9th March to 11th March 2012 *:

€ 145,- per classic room, single occupancy or double, per night, including VAT & city.

- Breakfast at € 28,- per day and per person.

Please fill in the form and send it before: 9th February 2012

To the attention of :

RESERVATIONS INDIVIDUELLES

Tel (33) 01 40 55 67 89

Fax (33) 01 40 55 67 88–email : resindiv.paris@lemeridien.com



***CONDITIONS :**

- + A limited number of rooms has been reserved at this preferential rate. The hotel will confirm your booking by return.
- + For any reservation exceeding 9 rooms, please contact our group reservation department – (33) 01 40 68 34 99.
- + You may only benefit from this preferential rate by replying **before February 9th, 2011** and giving us a credit card number with the expiration date. Only the reservations guaranteed by credit card will be considered.
- + **From February 9th, 2011**, any new request will be accepted upon space and rate availabilities.
- + **Cancellation policy:** This reservation may be changed or cancelled at any time prior to 6PM- local hotel time – the day before your arrival without charge. After, your credit/charge card will be charged for the value of the first night of your stay. In case of no show the first night will be charged and your stay will be cancelled.

ONE FORM PER RESERVATION

Company name :

Address :

Phone : Fax : email :

First name & Last name :

Type of room : ☐ Single ☐ Double

Arrival date : Departure date :

I hereby authorise the Hotel Le Méridien Etoile to charge my credit card according to the conditions mentioned above.

CREDIT CARD TYPE	
CREDIT CARD NUMBER	
EXPIRATION DATE	
NAME & SIGNATURE	

Geneva
Monday 12 March

19.00-21.30 (18:00-19:00 Pre-fair presentations and panels)

Venue	<p>Four Seasons Hotel des Bergues 33 Quai des Bergues 1201 Geneva Switzerland</p> <p><u>Tel:</u> +41 22 908 70 50 www.fourseasons.com/geneva</p>
Access	<p>A taxi from the airport will take approximately 20 minutes and cost CHF50 (€41, US\$54). The closest train station is Cornavin; it is 8 minutes away from the venue walking. The Parking Mont Blanc is nearby the venue and the daily rate is CHF30 (US\$31).</p>
Timetable	<p>Set-up: Exhibitor access from 17:00 Fair Open to public: 18:00-21:30 QS World MBA Tour Fair & Seminars Breakdown: The rooms will have to be cleared at 21:30</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 9 March 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 March 2012 Att: Banquets – Sandra Engel Four Seasons Hotel des Bergues, Geneva Rue Winkelried/Delivery access 33, quai des Bergues, 1201 Geneva Switzerland</p> <p>Contact: Sandra Engel Tel: +41 22 908 7011</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Four Seasons Hotel des Bergues, Geneva was not able to offer the QS World MBA Tour any preferential rates. The nearby Hôtel d'Allèves offers the QS World MBA Tour a special rate starting at CHF330 (US\$352/€271) per night inclusive of Buffet Breakfast. <u>This rate is only valid for bookings made before 12th February 2012.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>



Hôtel d'Allèves
Rue du Cendrier 16
CH-1201 Genève
Tel: +41 22 732 15 30
Fax: +41 22 738 32 66
Email: info@hoteldallevs.ch

QS WORLD MBA TOUR ROOM BLOCK

To book a room with special rates, please complete the form below and fax back to +41 22 738 32 66 or email: info@hoteldallevs.ch by **12th February 2012**.

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

☐ **Single Room CHF 330.--/night/room**

☐ **Double Room CHF 390.--/night/room**

The above mentioned rates are net and include a large breakfast buffet, international newspapers, service and 3.80% VAT. Not included is the City Tax 4.00 /person/night.

Please mark your special requests:

☐ King Size Bed

☐ Twin Room Bed

☐ Non-Smoking Room

☐ Smoking room

Special requests: _____

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

Cancellations made prior to 18:00 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 19:00

Hamburg

Thursday 15 March

18.30-21.00 (17:00-18:30: Pre-fair presentations and panels)

Venue	<p>Fairmont Hotel Vier Jahreszeiten Neuer Jungfernstieg 9-14 20354 Hamburg Germany</p> <p>Tel: +49 40 3494 0 Fax: +49 40 3494 2600 http://www.fairmont.com/hamburg/</p>
Access	<p>The closest metro station to the hotel is Gaensemarkt on the U2 line which is 200 m from the venue.</p> <p>A taxi from the airport will take approximately 30 minutes and cost €30 (\$40). Onsite parking is available at €5 (\$4.30) per hour or €28 (\$37) per day.</p>
Timetable	<p>Set-up: Exhibitor access from 15:00</p> <p>Fair Open to public: 17:00-18:30 Pre-fair presentations and panels (participating schools will be informed)</p> <p>18:30-21:00 QS World MBA Tour Fair & Seminars</p> <p>Breakdown: The rooms will have to be cleared at 21:00</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 12 March 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 – 15 March 2012 Att: Mr. Alexander Schmidt Fairmont Hotel Vier Jahreszeiten Neuer Jungfernstieg 9-14 20354 Hamburg Germany</p> <p>Contact: Alexander Schmidt Tel: +49 40 34 94 35 50 Fax: +49 40 82 22 388 21</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Fairmont Hotel Vier Jahreszeiten offers a special rate to the QS World MBA Tour from €170 (\$228) including breakfast.</p> <p><u>This rate is only valid for bookings made before 1 February 2012.</u> The hotel has stated that they would be willing to accommodate late bookings if possible. To ensure this price please click on the link below: https://resweb.passkey.com/go/qsworldmbatour</p>

Frankfurt

Saturday 17 March

15.30-18.00 (13.00 – 15:30: Pre-fair presentations and panels)

Venue	<p>Hilton Frankfurt Hochstrasse 4 60313 Frankfurt am Main Germany</p> <p>Tel: +49 691 33800 Fax: +49 691 33820 www.hilton.de</p>
Access	<p>The closest subway station is Hayptwache, it is a 5 minutes walk from the hotel. A taxi from Frankfurt Airport takes approximately 25 minutes and costs €35 (\$46) Parking is available at the hotel and costs €3 (\$4) per hour and €27 (\$40) per day</p>
Timetable	<p>Set-up: Exhibitor access from 12pm Fair Open to public: 13:00-15:30 Pre-fair presentations and panels (participating schools will be informed) 15:30-18:00 QS World MBA Tour Fair & Seminars Breakdown: The rooms will have to be cleared at 18:00</p>
<p>Deliveries</p> <p>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 <u>Monday 12th March 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>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels. Complete the attached delivery form.</p> <p>All deliveries should be clearly marked. Please use the attached file.</p> <p>Hilton Frankfurt QS World MBA Tour – 17 March 2012 (School name) Hilton Meetings desk Claudia Montes Hochstrasse 4 60313 Frankfurt/Main Germany</p> <p>Contact: Hilton Meeting Desk Tel: + 49 69 13380 2000 Fax: + 49 69 13380 2034</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>Hilton Hotel Frankfurt offers a special rate to the QS World MBA Tour from €199 (\$267) including breakfast.</p> <p><u>This rate is only valid for bookings made before 20 February 2012.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>

PLEASE RETURN THIS FORM BY
TO FAX-+49 69 1338 06030

ROOM RESERVATION - HILTON FRANKFURT

Hochstraße 4, 60313 Frankfurt, Tel.: 00800 444 586 67 / Fax.: +49 69 1338 06030

“QS World MBA Tour 2012”

from **March 17th 2012**

Please confirm following reservation:

Arrival date: _____ from 14:00 hours

Departure date: _____ till 12:00 hours

☐ **Hilton Guest room** (EUR 199,00 incl. Breakfast) ☐ **Hilton Deluxe** (EUR 244,00 incl. Breakfast) ☐ **Executive Single room** (EUR 289,00 incl. Breakfast)

☐ **Hilton Guest room** (EUR 224,00 incl. Breakfast) ☐ **Hilton Deluxe** (EUR 269,00 incl. Breakfast) ☐ **Executive Double room** (EUR 314,00 incl. Breakfast)

All above mentioned rates include current VAT and service charges.
Please note that there are only a limited number of rooms blocked in each category.

Name: _____

Address: _____

Tel. / Fax: _____

Credit card-Number: _____ **Expiry Date** _____

Signature: _____

The above made reservation is a guaranteed reservation. Late cancellation or non-occupation of the room will result in a cancellation-fee of 100% of the agreed room rate. Should you need to amend or cancel the booking, we would ask you to do so 14 days prior to the day of arrival.

Please reserve your room before February 20th, 2012.

Reconfirmation by the Hotel:

(Date, Stamp, Signature)

We are looking forward to welcoming you to the HILTON FRANKFURT!!

Almaty
Monday 19 March

18.30-21.00 (16:00-18:30: Pre-fair presentations and panels)

Venue	<p>The Dostyk Hotel 36, Kurmangazy str., Almaty, 050021 Republic of Kazakhstan</p> <p>Tel: +7 727 258 2270 Fax: +7 727 272 4765 www.dostyk.kz</p>
Access	<p>The airport is 15km from the venue and will take 25 minutes by taxi and costs 4000 KZT (US\$27/€21). A shuttle service between Almaty International Airport and The Dostyk Hotel is available and can be organised and will take 25 minutes and costs 2500 KZT (US\$17/€13). Parking is available on-site free of charge for hotel customers.</p>
Timetable	<p>Set-up: Exhibitor access from 15:00</p> <p>Fair Open to public: 16:00-18:30 Pre-fair presentations and panels (participating schools will be informed)</p> <p>18:30-21:00 QS World MBA Tour Fair & Seminars</p> <p>Breakdown: The rooms will have to be cleared at 21:00</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 16 March 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 using label attached and sent to:</p> <p>QS World MBA Tour – 19 March 2012 (School name) Kurmangazy str, 36 Almaty, 050021 Republic of Kazakhstan</p> <p>Contact: Marina Starikova Tel: +7 727 333 30 00 Fax +7 727 272 47 65</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Dostyk Hotel offers the QS World MBA Tour a special rate starting at 31360 KZT (US\$213/€158) including VAT and breakfast.</p> <p><u>This rate has no booking deadline but we strongly suggest booking as early as possible.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>



THE DOSTYK HOTEL



RESERVATION REQUEST

Phone: _____

Fax : _____

Email: _____

NAME, SURENAME: _____

DATE & TIME OF ARRIVAL: _____

DATE & TIME OF DEPARTURE: _____

Room type:

Standard room

31 360 KZT

All Rates including: 12% VAT, breakfast & SPA Center services (for two person)

Please mark one type of Guarantees:

1. ☐ *I hereby do authorize to use this credit card number only as a guarantee of reservation (No Show & Late Cancellation) in Hotel Dostyk.*
2. ☐ *I hereby do authorize to use this credit card number as a guarantee of payment for Hotel accommodation & extra expenses in HotelDostyk.*

CREDIT CARD DETAILS:

TYPE:

☐

VISA

☐

MASTER CARD

☐

AMEX

NUMBER _____

VALID THRU _____

CC HOLDER NAME _____

CARD HOLDER SIGNATURE _____

Казахстан, г. Алматы
ул. Курмангазы, 36, 050021
Тел.: +7 727 2582270
Факс: + 7 727 2724765
info@dostyk.kz
reservation@dostyk.kz

050021, 36, Kurmangazy str.
Almaty, Kazakhstan
Tel: +7 727 2582270
Fax: +7 727 2724765
info@dostyk.kz
reservation@dostyk.kz

Moscow
Thursday 22 March

18.30-21.00 (16:00-18:30: Pre-fair presentations and panels)

Venue	<p>Radisson Slavyanskaya Hotel & Business Center Europe Square, 2 Moscow, 121059 Russia</p> <p>Tel: +7 495 941 8020 Fax: +7 495 941 8000 www.radisson.com</p>
Access	<p>A taxi from the airport will take approximately 40 minutes to 2 hours, depending on traffic and cost around RUB 2200– RUB 2800 (US\$69 – US\$87). The closest train station is Kievskaya, it is 2 minutes away from the venue walking. The cost of onsite parking is RUB 150 (US\$5) per hour.</p>
Timetable	<p>Set-up: Exhibitor access from 15:00 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 21:00</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 5 March 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.</u></p> <p><u>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</u></p> <p>All deliveries should be clearly marked using label attached and sent to:</p> <p>QS World MBA Tour – 22 March 2012 (School name) Radisson Slavyanskaya Hotel & Business Center Europe Square, 2 Moscow, 121059 Russia</p> <p>Contact: Alexander Bulakin Tel: +7 495 941 8020 Fax: +7 495 941 8830</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Radisson Slavyanskaya offers the QS World MBA Tour a special rate starting at RUB 8500.00 (US\$265) per night, plus VAT.</p> <p><u>This rate is only valid for bookings made before 1 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>

QS World MBA Tour 2012

Moscow, Russia

March 22th, 2012

ACCOMMODATION REQUEST FORM

Must be completed separately for each guest and faxed to hotel not later than- **March 01st, 2012**

Radisson Slavyanskaya Hotel

Phone: +7 495 941 8020 , Fax: +7 495 941-8000 ,
E-mail: reservations.moscow@radisson-hotels.ru

1. Room Reservations:

Guest's First Name	Guest's Family Name	Arrival Date	Departure Date

If sharing one Double Occupancy Room, then please provide the second guest's details on separately.

Standard Room Rate Per Night:

For The Nights of March 20, 21 & 22

8500.00 Russian roubles + VAT

For The Night of March 23 & 24

6500.00 Russian roubles + VAT

Room Rates include one breakfast, complimentary access to the hotel fitness center, pool, whirlpool, and steam & dry saunas, free WiFi.

Rates are per room per night, do not include 18% VAT.

Please contact hotel for rates & information regarding Business Class Rooms and Suites as required.

Guest Contact Information	Phone	Fax	E-mail

All room reservations must be guaranteed for arrival with completed credit card information below.

2. Visa Support Documents (Please print the following information if you require Visa Support Documents:

Passport Number		Date of Birth (dd/mm/yy)	
Country of Citizenship		Gender (Male/Female)	

If this guest arrives and stays in our hotel within the arrival & departure dates indicated above, then there is no charge for this Visa Support Service. However, if this reservation is cancelled, or the guest does not check in on the date of arrival, then the non-refundable amount of 3500 Russian roubles (including 18% VAT) will be charged to the credit card indicated below

3. Taxi Transfer from Airport to Hotel

If guest requires taxi transfer service from airport to hotel, please fax the following information to our concierge at +7-095-941-8000: Airline, Flight Number, Arriving From, Arrival Date & Time & Airport.

NOTE: Request is not considered made & confirmed until a written confirmation is received by the client.

4. Terms & Conditions

- Accommodation at these rates is subject to availability only for registered conference delegates requesting rooms with this form.
- Accommodation requests are not considered as definite bookings until a written hotel confirmation is received by the guest.
- Please note that any changes made to your reservation must be notified in writing by fax to the hotel.
- The deadline for making reservations is March 01, 2012 after which rooms are subject to availability at prevailing rates.
- Method of guarantee – credit card or cash- for all charges must be provided by guest upon check-in.
- Check-in time is 15:00 p.m. room assignment prior to this time is subject to availability. Check-out time is 12:00 noon.
- Reservation cancellations made at least 72 hours prior 16:00 p.m. on the date of arrival will not be charged a cancellation penalty. In case of "no-show" or cancellation made less than 72 hours before date of arrival, we will charge for one room night and tax as your reservation is guaranteed until 7 a.m.

I hereby authorize Radisson SAS Slavyanskaya Hotel to charge my credit card account for accommodation & visa charges in accordance with the Rates, Terms, and Conditions indicated in this document.

CREDIT CARD TYPE		NUMBER		EXPIRE DATE	
CARDHOLDER NAME			SIGNATURE		