



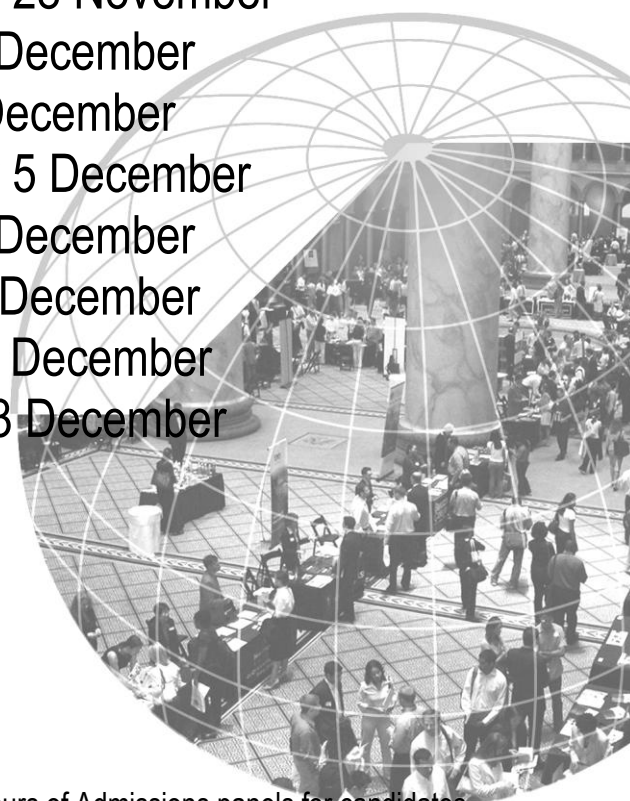
## **QS World MBA Tour Fall 2012**

### **Exhibitor Information**

#### **India and Middle East**

26 November – 13 December 2012

<b>New Delhi</b>	Monday 26 November
<b>Mumbai</b>	Wednesday 28 November
<b>Bangalore</b>	Saturday 1 December
<b>Hyderabad</b>	Monday 3 December
<b>Chennai</b>	Wednesday 5 December
<b>Dubai</b>	Saturday 8 December
<b>Doha</b>	Monday 10 December
<b>Riyadh</b>	Tuesday 11 December
<b>Jeddah</b>	Thursday 13 December



**Note:** All fairs are 2.5 hours long. Each fair will be preceded by 1.5 hours of Admissions panels for candidates.



## QS World MBA Tour – India and Middle East Fall 2012

Monday 26 November 6.30pm – 9.00pm  (4.00pm- 6.00pm - Pre-fair presentations and panels)	<b>New Delhi</b>	<b>Shangri-La's Eros Hotel</b> 19 Ashoka Road Connaught Place NEW DELHI - 110 001 INDIA
Wednesday 28 November 6.30pm – 9.00pm  (4.00pm- 6.00pm - Pre-fair presentations and panels)	<b>Mumbai</b>	<b>The Taj Mahal Palace, Mumbai</b> Apollo Bunder Mumbai - 400 001 INDIA
Saturday 1 December 3.30pm – 6.00pm  (1.30pm-3.30pm Pre-fair presentations and panels)	<b>Bangalore</b>	<b>Vivanta by Taj</b> 41/3, Mahatma Gandhi Road BANGALORE - 560 001 INDIA
Monday 3 December 6.30pm – 9.00pm  (4.00pm- 6.00pm - Pre-fair presentations and panels)	<b>Hyderabad</b>	<b>Vivanta by Taj, Begumpet</b> 1-10-147 & 148, Mayuri Marg Begumpet HYDERABAD – 500016 INDIA
Wednesday 5 December 6.30pm – 9.00pm  (4.00pm- 6.00pm - Pre-fair presentations and panels)	<b>Chennai</b>	<b>Hyatt Regency Chennai</b> 365 Anna Salai Teynampet CHENNAI - 600018 INDIA
Saturday 8 December 6.30pm – 9.00pm  (4.00pm- 6.00pm - Pre-fair presentations and panels)	<b>Dubai</b>	<b>The H Hotel</b> One Sheikh Zayed Road P.O. Box 125511 Dubai, U.A.E.
Monday 10 December 6.30pm – 9.00pm  (5.00pm- 6.00pm - Pre-fair presentations and panels)	<b>Doha</b>	<b>La Cigale Hotel</b> 60 Suhaim Bin Hamad Street Al Sadd Area DOHA
Tuesday 11 December 6.30pm – 9.00pm  (4.30pm- 6.00pm - Pre-fair presentations and panels)	<b>Riyadh</b>	<b>Four Seasons Hotel Riyadh at Kingdom Centre</b> Kingdom Centre P.O. Box 231000 Riyadh 11321 KINGDOM OF SAUDI ARABIA
Thursday 13 December 6.30pm – 9.00pm  (5.00pm- 6.00pm - Pre-fair presentations and panels)	<b>Jeddah</b>	<b>Intercontinental Jeddah Hotel</b> AL Cornich Street – AL Hamra Jeddah 21531 KINGDOM OF SAUDI ARABIA



## Exhibitor Information – QS World MBA Tour Fall 2012

Thank you for your support of the QS World MBA Tour for Fall 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](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 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 Fall 2012 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.

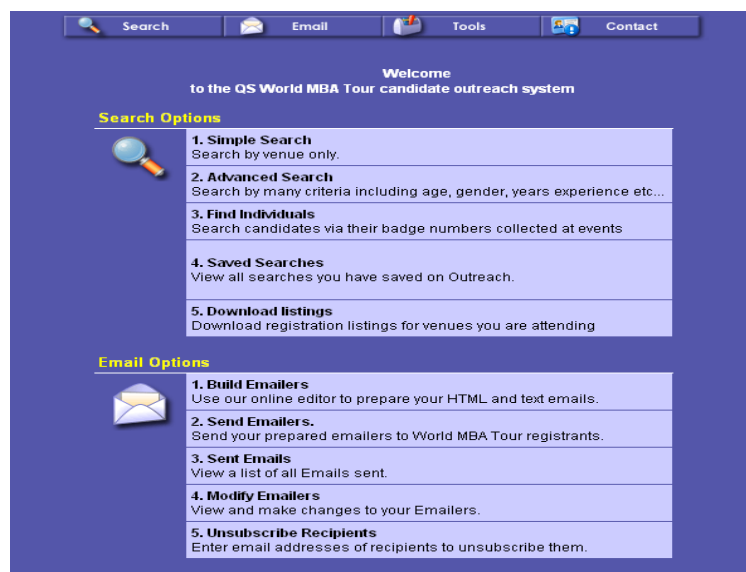
NEW: Please see overleaf for a brief document outlining some of Outreach's key features.

Any problems/questions contact **Daniel Kahn** on Tel: +33 1 45 66 59 21 or Email: [onlinesupport@qs.com](mailto: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 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 [onlinesupport@qs.com](mailto: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 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 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](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(5ft) wide x 2m(6.5ft) high.

**Power and Internet are not provided at 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.

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 **QS World MBA Tour Fairs** by contacting:

COUNTRY	CONTACT	EMAIL
India and Middle East	Mihir Patel Aarti Kukreja Paras Fatnani	<a href="mailto:Mihir@qs.com">Mihir@qs.com</a> <a href="mailto:Aarti@qs.com">Aarti@qs.com</a> <a href="mailto:paras@qs.com">paras@qs.com</a>

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](mailto:wmtlogistics@qs.com)



**6.30 – 9pm Open fair** (4pm-6:30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p><b>Shangri-La's Eros Hotel</b> 19 Ashoka Road Connaught Place NEW DELHI - 110 001 INDIA</p> <p>Tel: +91 11 4119 1919 Fax: +91 11 4119 1988 <a href="http://www.shangri-la.com/newdelhi/eross Shangri-La">http://www.shangri-la.com/newdelhi/eross Shangri-La</a></p>
<b>Access</b>	<p>We recommend hotel transfers if it's your first time in India. If you wish to take a taxi, prepaid taxi booths can be found inside the airport terminals. These taxis cost approximately INR 500 (US\$9, €7) one way and take approximately 45minutes – 1 hour. The hotel provides airport transfers, please book directly with the hotel, it takes 45 minutes and costs INR 3000 (\$66.87, €47). The closest metro station is Patel Chowk which is 0.5km from the venue. On-site parking is available free of charge.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm <b>Fair Open to public:</b> <b>4pm-6:30pm</b> Pre-fair presentations and panels (<b>participating schools will be informed</b>) 6.30pm – 9pm <b>QS World MBA Tour Fair &amp; Seminars</b> <b>Breakdown:</b> The rooms will have to be cleared at 9pm</p>
<b>Deliveries</b>	<p>The venue will only accept deliveries from 23 November 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><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 - 26 November 2012</b> (School Name) C/o Preeti Vishal Shangri-La's Eros Hotel 19 Ashoka Road Connaught Place NEW DELHI - 110 001 INDIA</p> <p>Contact: Preeti Vishal Tel: +91 11 41196137 Fax: +91 11 41196126</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Shangri-La's Eros Hotel</b> offers special rates to the <b>QS World MBA Tour</b> from INR 15000 (US\$271/€219) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 5 October 2012.</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>Visa</b>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to <a href="mailto:reception@qs.com">reception@qs.com</a></p>





## Shangri-La's - Eros Hotel

NEW DELHI

### THE SHANGRI-LA'S EROS HOTEL, NEW DELHI – RESERVATION FORM

Please reserve a room for the following guest(s) that are cordially invited to participate at the  
QS MBA Program 2012

Guest name: /Mrs./ \_\_\_\_\_ Title: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_ Guest Mail Id \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Passport number: \_\_\_\_\_ Place of issue: \_\_\_\_\_ Date of Issue \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please provide details as below: (Airport transfers will be organized at extra charges)

Arrival date: \_\_\_\_\_ Airline/Flight No: \_\_\_\_\_ Time: \_\_\_\_\_

Departure date: \_\_\_\_\_ Airline/Flight No: \_\_\_\_\_ Time: \_\_\_\_\_

ROOM TYPE ☐ Superior Room - INR 15000+ taxes single / INR 16000+ taxes double

The above rates are inclusive of the following:

- Buffet break fast at Café Uno
- 24 hrs in Room Internet.
- Two bottles of mineral water complimentary
- Complimentary tea coffee maker in the room
- Complimentary use of gymnasium and swimming pool.
- Complimentary use of Health Club (Except spa).

The above rates are Exclusive of applicable Taxes on rooms

#### ROOM OCCUPANCY:

☐ Single Room ☐ Double Room

#### SPECIAL REQUESTS:

☒ King Size Bed ☐ Twin Room ☐ Smoking Room ☒ Non-smoking Room  
(Applicable for Double Room only)

#### GUARANTEE POLICY:

The reservation will be held guaranteed **only** on receipt of a **Credit Card Guarantee on to which the pre authorization will be taken.**

☐ AMEX ☐ Visa ☐ Diners Club ☐ JCB ☐ MasterCard

Name of Card Holder: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Signature: \_\_\_\_\_

#### CHECK-IN & CHECK-OUT TIMINGS:

1. The check in time at the Hotel: 1400 hours
2. Check out time at the Hotel: 12 NOON
3. For arrivals prior to 1400 hours, the room will be required to be blocked from the previous night and charged accordingly.
4. Check outs later than 12 NOON will be charged for one night's stay.
5. Airport transfer can be arranged at an additional of INR 3000 per way.

#### PLEASE NOTE:

- 1) One night retention will be applicable for any cancellation from August 15, 2012
- 2) **Any cancellation** of guest room(s) or **no show post August 16, 2012** will result in a late cancellation charge equivalent to full duration of stay. In case of **early departure**, hotel reserves the right to charge retention for the entire duration of stay as per guaranteed reservation.
- 3) Closing date for the reservation on these special rates is October 5, 2012, post which rate of day is applicable.

Kindly send completed form to [grouppreservations.sld@shangri-la.com](mailto:grouppreservations.sld@shangri-la.com) by FAX at 011-4119 6126.  
Direct No. (011) 41196123/24/25/27/28

The Shangri-La's Eros, New Delhi will confirm reservations directly with participants.



## Mumbai

### Wednesday 28 November

**6.30 – 9pm Open fair** (4pm-6.30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p>The Taj Mahal Palace, Mumbai Apollo Bunder MUMBAI - 400 001 INDIA</p> <p>Tel : +91 22 6665 3366 Fax: +91 22 6665 0300 /08/09</p> <p><a href="http://www.tajhotels.com/Luxury/Grand-Palaces-And-Iconic-Hotels/The-Taj-Mahal-Palace-Mumbai/Overview.html">http://www.tajhotels.com/Luxury/Grand-Palaces-And-Iconic-Hotels/The-Taj-Mahal-Palace-Mumbai/Overview.html</a></p>
<b>Access</b>	<p>The hotel provides an airport shuttle at a cost of INR4017 (US\$73, €59) and takes approximately 1 hour and 45 minutes from the international airport.</p> <p>The cost of an airport shuttle is INR3399 (US\$62, €49) and takes approximately 1 hour and 15 minutes from the domestic airport.</p> <p>The cost of an air-conditioned taxi from the international airport is INR800 (US\$15, €12) and takes approximately 1 hour and 45 minutes. An air-conditioned taxi from the domestic airport is INR700 (US\$13, €10) and take approximately 1 hour and 15 minutes</p> <p>Parking is free of charge.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm</p> <p><b>Fair Open to public:</b> <b>4pm-6.30pm</b> Pre-fair presentations and panels (<b>participating schools will be informed</b>)</p> <p>6.30pm – 9:00pm <b>QS World MBA Tour</b> Fair &amp; Seminars</p> <p><b>Breakdown:</b> The rooms will have to be cleared at 9pm</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 26 November 2012</u> with custom duty cleared.</p> <p>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><b>QS World MBA Tour - 28 November 2012</b> <b>(School Name)</b> <b>c/o Catering Sales Office</b> <b>The Taj Mahal Palace</b> <b>Apollo Bunder</b> <b>Mumbai</b> <b>400001</b></p> <p>Contact Name: Abhishek Kakralia Tel: +91 22 66653175 Fax: +91 22 66650302</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p><b>The Taj Mahal Palace</b> offers special rates to the <b>QS World MBA Tour</b> from INR 11000 (US\$199/€161) per night plus tax, including breakfast. <u>This rate is only valid for bookings made before 13<sup>th</sup> October 2012.</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>Visa</b>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to <a href="mailto:reception@qs.com">reception@qs.com</a></p>





**WORLD MBA TOUR 2012**  
**(27<sup>TH</sup> TO 29<sup>TH</sup> NOVEMBER 2012)**

Reservations may be made by completing this form and return fax or email by 13<sup>TH</sup> October 2012  
**Group Reservations**  
**Tel No: +91 22 6665 3366 Ext: 3460 / Fax: +91 22 6665 0323 / Email: tmhgrouppresv.bom@tajhotels.com**

The Taj Mahal Palace, Mumbai will send a confirmation upon receipt of this completed form

Last Name:		Salutation:	
First Name:		Designation:	
Organization:			
Address:			
Fax No:	Tel No: (Mobile number preferred)	Email:	
<b>Passport Details</b> (A scanned copy or photo copy of the passport to be enclosed)			
Nationality :	Passport Number :	Date of Birth :	
Date of Issue :	Issuing Authority :	Date of Expiry:	
<b>Visa Details</b> (A scanned copy or photo copy of the visa to be enclosed)			
Visa Number :	Visa Type : Business/ Leisure	Visa Entry Type : Single or Multiple entry	
Date of Issue :	Place of Issue :	Date of Expiry:	
<b>Arrival &amp; Departure Details</b>			
Arrival Date:	Arrival time:	Flight No:	From:
Departure Date:	Departure time:	Flight No:	To:
Room category:	Single/ Double Occupancy:	Airport Pick Required:	YES: NO:

**Room Rates applicable at The Taj Mahal Palace & Tower Mumbai**

Category of Rooms	INR	INR
	Single	Double
<b>The Taj Mahal Tower</b>		
Superior City View	11000	12500

The above rates are on a per night basis ,includes accommodation, buffet breakfast at Shamiana and are exclusive of taxes (currently luxury tax 10% + 05.15% service tax & 12.5% VAT) which will be charged additionally

**Terms and Conditions**

1. The check-in time is 14.00 Hrs, and check out time is 12:00 noon.
2. In case of cancellation of individual rooms on or before 15 days before check in date, the hotel reserves the right to charge the individual one night's room billing inclusive of taxes as retention charges.
3. In case of cancellation of individual rooms less than 7 days before check in or an eventual no-show, the hotel reserves the right to charge the individual 100% (all nights stay as booked) room billing inclusive of taxes as Retention.
4. All room and incidental charges are chargeable to your personal account and must be settled upon check-out
5. All the bookings received after 13<sup>th</sup> October 2012 will be confirmed subject to availability.
6. Rooms will be confirmed only against a guarantee of an approved credit card or cash for one night.

CARDTYPE: AMEX/ VISA / MASTER CARD _____ CREDIT CARD NO _____
EXPIRY DATE: ____/____/____ GUEST SIGNATURE _____



## Bangalore

### Saturday 1 December

**3.30- 6pm** (1:00pm – 3:30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p><b>Vivanta by Taj</b> 41/3 M G Road Bangalore BANGALORE - 560 001 INDIA</p> <p>Tel: +91 80 6660 4444 Fax: +91 80 5661 4441</p> <p><a href="http://www.vivantabytaj.com">www.vivantabytaj.com</a></p>
<b>Access</b>	<p>The Hotel offers airport transfer services, please use the reservation form to arrange your pick up. The nearest station is Cantonment railway station 4km from the hotel. A taxi from the station to the hotel would cost INR569 (US\$13, €9), and takes approximately 20 minutes. A taxi from the airport costs INR1200 (US\$27, €19), journey time 1 hour. Free parking is available on site.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 12pm <b>Fair Open to public:</b> 1.30pm-3.30pm Pre-fair presentations and panels (<b>participating schools will be informed</b>) 3.30-6pm <b>QS World MBA Tour Fair &amp; Seminars</b> <b>Breakdown:</b> The rooms will have to be cleared at 6pm</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 26 November 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><b>QS World MBA Tour – 1 December 2012</b> <b>(School Name)</b> <b>c/o Ms Karuna Hn</b> <b>Vivanta by Taj</b> <b>41/3, Mahatma Gandhi Road</b> <b>BANGALORE - 560 001</b> <b>INDIA</b></p> <p>Contact: Ms Karuna Hn Tel: +91 80 6660 4444 Fax: +91 80 6661 4441</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Vivanta by Taj</b> offers special rates to the <b>QS World MBA Tour</b> from INR 10000 (US\$181/€146) per night excluding tax (breakfast included). <u>This rate is only valid for bookings made before 15<sup>th</sup> October 2012.</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>Visa</b>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to <a href="mailto:reception@qs.com">reception@qs.com</a></p>





Vivanta by Taj – M G Road Bangalore  
WORLD MBA TOUR & WORLD GRAND SCHOOL TOUR NOV DEC 2012  
ACCOMMODATION FORM

We request you to fax this Hotel Reservation Form, indicating your preference, **latest by 15 OCTOBER 2012**, as bookings will be on a first come, first served basis. We advise you to guarantee your reservation against credit card.

Personal Details (To enable you to be pre-checked into the room)

Name:		Designation:
Organization:		
Address:		
Fax No:	Tel No / Mobile:	Email:
Passport Number :	Place of Issue :	Nationality :
Date of Issue :	Date of Expiry :	Date of Birth :

FAX TO: Mr. Manoj Kulkarni  
E-MAIL: groups.bangalore@tajhotels.com

FAX NO. : + 91 80 66900009  
TEL NO : + 91 80 66900000

Flight and Arrival details

Arrival Date:	Arrival time:	Flight No:	From:
Departure Date:	Departure time:	Flight No:	To:
Single / Double Occupancy	Preference: Smoking / Nonsmoking (subjected to availability)	Airport Pick Required: YES NO	
Tata Aria charged Rs.3483 one way (For maximum of 01 or 02 guests if sharing one car) Tata Manza Charged Rs.2955 one way (For maximum of 03 guests if sharing one car)		Airport Drop Required: YES NO	
Type of car preferred (Tata Manza / Tata Aria)		Any other Instructions :	

Room Rates applicable at Vivanta by Taj, MG Road Bangalore: 30<sup>th</sup> NOV to 03<sup>rd</sup> DEC 2012

Category of Room	INR Single	INR Double
Superior Charm Room	10000+ 18.18 % tax	11000 + 18.18 % taxes

**TERMS & CONDITIONS:**

The above rates are on a per night basis ,includes accommodation, buffet breakfast and are exclusive of taxes ( luxury and service tax 18.18%) which will be charged additionally

1. A block booking has been made for this delegation. Rooms are available on a first come, first served basis.
2. The check-in time is 1400 hrs and check-out time is 12.00 noon  
Early check in  
Early arrival before 0800 Hrs the room needs to be reserved from previous night.  
Early check in between 0800 hours to 1200 noon, 50% additional charge, rooms shall be subjected to availability.  
Between 1200 – 1400 hours early check in at no additional charge, rooms subjected to availability.  
Late check-out:





*Vivanta by Taj – M G Road Bangalore*  
**WORLD MBA TOUR & WORLD GRAND SCHOOL TOUR NOV DEC 2012**  
**ACCOMMODATION FORM**

Late check out between 1200 noon – 1400 hours no additional charge, rooms subjected to availability.

Late check out between 1400 hours – 1800 hours 50% additional charge, rooms subjected to availability.

Late check-out post 1800 hours one entire additional night charge applicable, rooms subjected to availability.

3. The reservation made, would neither be cancelable nor amendable. The Hotel reserves the right to charge the entire stay for room billing inclusive of taxes as retention charges.

**4. ROOMS WILL BE CONFIRMED ONLY AGAINST A GUARANTEE OF AN APPROVED CREDIT CARD OR CASH FOR THE ENTIRE LENGTH OF STAY.**

CREDIT CARD NO: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

GUEST SIGNATURE \_\_\_\_\_

AMEX / VISA / MASTER \_\_\_\_\_



**Hyderabad**  
**Monday 3 December**

**6.30 – 9pm Open fair** (4pm-6:30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p><b>Vivanta by Taj, Begumpet</b> 1-10-147 &amp; 148, Mayuri Marg BEGUMPET HYDERABAD - 500016 INDIA</p> <p>Tel: +91 40 6725 2626 Fax: +91 40 6725 2627</p> <p><a href="http://www.vivantabytaj.com/Begumpet-Hyderabad/Overview.html">http://www.vivantabytaj.com/Begumpet-Hyderabad/Overview.html</a></p>
<b>Access</b>	<p>We recommend hotel transfers if it's your first time in India. The closest station to the hotel is Begumpet Station which is 0.5km from the hotel and would require a taxi. It would take approximately 7 minutes and cost INR 200 (US\$4, €3). The cost of a taxi from the airport would be INR2200 (US\$45, €34) and would take approximately 45 minutes. Parking is free of charge.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm <b>Fair Open to public: 4pm-6:30pm</b> Pre-fair presentations and panels (<b>participating schools will be informed</b>) 6.30pm – 9:00pm <b>QS World MBA Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The rooms will have to be cleared at 9pm</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 27 November 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><b>QS World MBA Tour – 3 December 2012</b> <b>FAO: Vijay Bakkolla</b> <b>(School Name) - No. of Packages</b> <b>Vivanta by Taj, Begumpet</b> <b>1-10-147 &amp; 148, Mayuri Marg,</b> <b>Begumpet,</b> <b>Hyderabad- 500 016</b> <b>Andhra Pradesh</b> <b>India</b></p> <p>Contact: Vijay Bakkolla Tel: +91 40 6723 3536 Fax: +91 40 6725 2627</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Vivanta by Taj, Begumpet</b> offers special rates to the <b>QS World MBA Tour</b> from INR 6750 (US\$122/€99) per night exclusive of taxes (breakfast included). <u>This rate is only valid for bookings made before 13 October 2012.</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>Visa</b>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to <a href="mailto:reception@qs.com">reception@qs.com</a></p>



# VIVANTA

BEGUMPET HYDERABAD

BY TAJ

**Hotel name:** Vivanta by Taj, Begumpet

**Address:** 1-10-147 & 148, Mayuri Marg, Begumpet, Hyderabad 500016

**Telephone number:** 91 40 6725 2626

**Fax number:** 91 40 6725 2627

**Email address:** [reservations.hyderabad@tajhotels.com](mailto:reservations.hyderabad@tajhotels.com)

**Website:** [vivantabytaj.com/begumpet](http://vivantabytaj.com/begumpet)

Please send your reservation form to the hotel by 13<sup>th</sup> October 2012. 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:**

- ☐ Superior Charm Room: INR 6750 / INR 7750 (Single/ Double Occupancy)  
☐ Premium Indulgence Room: INR 7750/ INR 8750 (Single/ Double Occupancy)

Rates exclude taxes

Rates Include Buffet Breakfast at the Coffee Shop.

**Please mark your special requests:**

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

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

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

A guest room will be held for late arrival, if guaranteed. Check-in time is 14:00 pm. Check-out time is 12:00 PM

Cancellations made prior to 48 Hours prior to the 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.



# Chennai

## Wednesday 5 December

**6.30 – 9pm Open fair** (4pm-6.30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p><b>Hyatt Regency Chennai</b> 365 Anna Salai Teynampet Chennai - 600018 India</p> <p>Tel: + 91 44 61001234 Fax: + 91 44 61001235 <a href="http://www.chennai.hyatt.regency.com">www.chennai.hyatt.regency.com</a></p>
<b>Access</b>	<p>The hotel provides transfers which cost INR 1400 plus tax (US\$25, €21) and takes approximately 20 minutes. A taxi from the airport will cost INR 600 (US\$11, €9) and takes 20 minutes. Parking is free of charge.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm  <b>Fair Open to public:</b> <b>4pm-6.30pm</b> Pre-fair presentations and panels (<b>participating schools will be informed</b>)  6.30pm – 9pm <b>QS World MBA Tour Fair &amp; Seminars</b>  <b>Breakdown:</b> The rooms will have to be cleared at 9pm</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 20 November 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><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 - 5 December 2012</b>  <b>(School Name + School Representative)</b>  <b>Hyatt Regency Chennai</b>  <b>C/O QS Limited</b>  <b>365 Anna Salai</b>  <b>Teynampet</b>  <b>Chennai</b>  <b>600018</b>  <b>Tamil Nadu</b>  <b>India</b></p> <p>Contact: Jyotika Sahani  Tel: +91 44 6100 1234  Fax: +91 44 6100 1235</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Hyatt Regency Chennai</b> offers special rates to the <b>QS World MBA Tour</b> from INR 7000 (\$126/€102) per night plus tax (breakfast included). <u>This rate is only valid for bookings made before 6<sup>th</sup> November 2012.</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>Visa</b>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to <a href="mailto:reception@qs.com">reception@qs.com</a></p>







**Dubai**  
**Saturday 8 December**

**6.30 – 9pm Open fair** (4pm-6.30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p><b>The H Hotel</b> One Sheikh Zayed Road P.O. Box 125511 Dubai U.A.E.</p> <p>Tel: +971 4 501 8888 Fax: +971 4 501 8899 <a href="http://www.h-hotel.com">www.h-hotel.com</a></p>
<b>Access</b>	<p>The closest station to the hotel is the World Trade Metro Station which is 5 minutes walk from the venue. The hotel does provide an airport shuttle at a cost of AED250 (\$68, €55) for a pickup and AED150 (\$41, €33) for a drop off. A taxi from the airport costs AED50 (\$14, €11) and takes approximately 20 minutes. Parking is provided free of charge.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm <b>Fair Open to public:</b> <b>4pm-6.30pm</b> Pre-fair presentations and panels (<b>participating schools will be informed</b>) 6.30pm – 9pm <b>QS World MBA Tour Fair &amp; Seminars</b> <b>Breakdown:</b> The rooms will have to be cleared at 9pm</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 3 December 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><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 – 8 December 2012</b> <b>(School Name)</b> <b>c/o Schenly Trifalgar</b> <b>The H Hotel (Formerly known as The Monarch Hotel)</b> <b>PO Box 125511</b> <b>One Sheikh Zayed Road</b> <b>Dubai</b> <b>UAE</b></p> <p>Event contact: Schenly Trifalgar Tel: +971 56 794 5314 OR +971 4 501 8888 Fax: +971 4 501 8899 OR +971 4 501 8859</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p><b>The H Hotel</b> offers special rates to the <b>QS World MBA Tour</b> from AED750 (US\$204 / €166) per night plus tax and includes breakfast. <u>This rate is only valid for bookings made before 7 November 2012.</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>





# QS London

07 December 2012 - 08 December 2012

QS World MBA and Grad School Tour Dubai 2012

## GROUP RESERVATION FORM

☐ New Booking

☐ Amendment

☐ Cancellation

☐ Repeat Guest

To: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Tel: \_\_\_\_\_

From: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

### Guest Information

Mr/Ms \_\_\_\_\_  
Last Name \_\_\_\_\_ Given Name \_\_\_\_\_  
Title \_\_\_\_\_  
Contact Address \_\_\_\_\_ City \_\_\_\_\_  
Postal Code/Zip Code \_\_\_\_\_ Email \_\_\_\_\_  
Telephone \_\_\_\_\_ Mobile \_\_\_\_\_  
Passport Number \_\_\_\_\_ Place & date of Issue \_\_\_\_\_

### Reservation Requirements

Room Type ☐ Deluxe Single Room @ AED 750++ ☐ Deluxe Double Room at AED 800++  
  
\* The Above rate is inclusive of International Buffet Breakfast  
\* The Above rate is subject to 10% service charge and 10% municipality tax  
\* Rates are quoted in AED  
  
Arrival \_\_\_\_\_ Date \_\_\_\_\_ Flight Number \_\_\_\_\_ ETA \_\_\_\_\_ Yes ☐ No ☐  
Airport Transfer  
Departure \_\_\_\_\_ Date \_\_\_\_\_ Flight Number \_\_\_\_\_ ETD \_\_\_\_\_ Yes ☐ No ☐  
Airport Transfer

### Guest's Preference ( Upon Availability)

Preferred Bed ☐ King \*\* ☐ Twin \*\* ☐ No Preference \*\* Upon Availability  
Preferred Room ☐ Smoking Room ☐ Non- Smoking Room  
Other Request: \_\_\_\_\_

### Credit Card Guarantee

All reservations must be guaranteed by credit card. Reservation without credit card details are not accepted.  
Notice of cancellation must be received 14 days prior the arrival to avoid cancellation penalty equivalent to total room night's charge

Credit Card \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Card Holder's Name \_\_\_\_\_

### Remarks:

### Hotel Confirmation

Room Rate \_\_\_\_\_ Confirmation Number \_\_\_\_\_ Confirmed by \_\_\_\_\_ Date \_\_\_\_\_

- 1.) Airport transfers available upon request at AED 250/- net per way per car (Airport Pick-up) and Ahlan Service (Meet and Assist) at AED 150.00 per person upon arrival only. Should you not avail the Ahlan Service, it is imperative to provide a contact number in order for the airport representative to locate the guest upon arrival.
- 2.) Our official check-in time is from 15:00 hours. Guaranteed check-in before 12:00 noon requires pre-booking from the night before.
- 3.) Our official check-out time is 12:00 hours. All requests for late check-out are subject to availability. Additional room charge will be applied for late check-out. Please consult with Guest Service on availability. Room Occupancy until 18:00 will be charge at 50% of the room rate and full rate will be applied for late check-out beyond 18:00
- 5.) Group room rate is extended 2 days pre & post dates of the group arrival and departure subject to availability.
- 6.) Reservations are subject to availability

Kindly return scanned copy of this form to [reservations@h-hotel.com](mailto:reservations@h-hotel.com)  
Please confirm your reservation before 7th November 2012



**Doha**  
**Monday 10 December**

**6.30 – 9pm Open fair** (5pm-6.30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p><b>La Cigale Hotel</b> 60 Suhaim Bin Hamad Street Al Sadd Area P.O.Box: 25555 Doha QATAR</p> <p>Tel: +974 4428 8888 Fax: +974 4428 8000</p>
<b>Access</b>	<p>A taxi from Doha International Airport costs QR 150 (US\$41, €33) and takes 15 minutes. The hotel does not provide an airport shuttle. Parking is free of charge.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm  <b>Fair Open to public: 5pm-6:30pm</b> Pre-fair presentations and panels (<b>participating schools will be informed</b>)          6.30pm – 9:00pm <b>QS World MBA Tour Fair &amp; Seminars</b>  <b>Breakdown:</b> The rooms will have to be cleared at 9pm</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 3 December 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><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 – 10 December 2012</b>  <b>(School Name)</b>  <b>C/o Elie Mrad</b>  <b>La Cigale Hotel</b>  <b>60 Suhaim Bin Hamad Street</b>  <b>Al Sadd Area</b>  <b>P.O.Box: 25555</b>  <b>Doha</b>  <b>Qatar</b></p> <p>Contact: Elie Mrad          Tel: +974 5512 3222          Fax: +974 4428 8000</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>La Cigale Hotel</b> offers special rates to the <b>QS World MBA Tour</b> from QR 900 (US\$247/ €200) per night plus tax. <u>This rate is only valid for bookings made before 30 November 2012.</u></p> <p>To ensure this price please quote <b>QS World MBA Tour</b> and use the link below to book.</p>





**LA CIGALE**  
HÔTEL

**La Cigale Hotel  
Accommodation  
Reservation Form**

## QS World MBA Tour

**Please fax or e mail completed form to:**

**La Cigale Reservations**  
**60 Suhaim Bin Hamad Street**  
**Tel: 974 4428 8888**  
**Fax: 974 4428 8000**

E-mail: [reservations@lacigalehotel.com](mailto:reservations@lacigalehotel.com)



### BOOKING DETAILS:

Last Name (Mr/Mrs/Miss): \_\_\_\_\_ First Name: \_\_\_\_\_  
Arrival Date: \_\_\_\_\_ Flight #: \_\_\_\_\_ Time: \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Flight #: \_\_\_\_\_ Time: \_\_\_\_\_  
Name of additional guest per room (if applicable): \_\_\_\_\_

### PERSONAL DETAILS:

Title: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

### PLEASE RESERVE: (Please tick the appropriate box)

No. \_\_\_\_\_ Deluxe Room ☐ Single QR 900 ☐ Double QR 1,000  
☐ Single ☐ Double  
Preference:  
☐ Smoking ☐ Non-smoking ☐ King Size Bed ☐ Twin 2 Single Beds ☐ Extra Bed with Charge of QAR 105.00 net each

Other Preference: (Kindly indicate Below)

☐ .....

Remarks: \_\_\_\_\_

\* Check-in time is 2.00pm, check-out time is 12.00pm

\* Above rates are quoted per room per night basis, inclusive of , buffet breakfast at le Cigalon Restaurant, In Room internet/ WiFi no service charge & non commissionable.

### TRANSPORTATION: (Kindly ensure to provide Flight Details above & Guarantee for Confirmation of Airport Transfers )

Limousine Transfer Required: ☐ \* Standard Limousine at QAR 180 net per way ☐ \* Standard Limousine QAR 150.00 net per way

### AL MAHA Meet & Greet Service (Non Refundable & Subject to Rate Changes as Al Maha is an Outside Contractor)

Meet & Assist Service may be provided for Arrival & Departure ☐ \*Gold Service - QAR 260.00net per person ☐ \* Platinum Service QAR300.00 net per person

### VISA APPLICATION:

The visa can be arranged with the following conditions:

- \* QAR 220.00 net per person, (Non refundable incase Visa is declined by the Ministry) Clear Copy of Passport is to be submitted.
  - \* The process takes approximately five (5) working days, not including Thursday, Friday & Public Holidays.
  - \* A 2 Nights room Guarantee together with Visa Fee either by Credit Card (With attached approved Credit Card Authorization form) or Cash.
- ☐ Please send me a Credit Card Authorization Form.

### RESERVATION GUARANTEE:

Reservations will be guaranteed upon completion of the following information. You must settle your hotel bill directly with the hotel upon departure.

Credit Card details:

☐ American Express ☐ Diners Club ☐ Mastercard ☐ Visa ☐ Other

Card Holder: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card No: \_\_\_\_\_ Signature: \_\_\_\_\_

**\* a photocopy of the front and back of the credit card is required to process the booking**

### TERMS & CONDITIONS:

The following cancellation fees will apply:

- ♦ Any "no-show" on the specified date of arrival will result in charges of 100% of the room rate QR 900 full length of stay.

In order to guarantee the above room category and room rate , please send us the completed form latest by **Friday, November 30th, 2012**

**Hotel Confirmation Number** (to be completed by Hotel upon confirmation of your reservation): \_\_\_\_\_

**Fax number:** \_\_\_\_\_

**Confirmed By:** \_\_\_\_\_



THE LEADING HOTELS  
OF THE WORLD\*



**Riyadh**  
**Tuesday 11 December**

**6.30 – 9pm Open fair** (5pm-6.30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p><b>Four Seasons Hotel Riyadh at Kingdom Centre</b> Kingdom Centre P.O. Box 231000 Riyadh 11321 Kingdom of Saudi Arabia</p> <p>Tel: + 966 (1) 211-5000 Fax: + 966 (1) 211-5001 <a href="http://www.fourseasons.com/riyadh/">http://www.fourseasons.com/riyadh/</a></p>
<b>Access</b>	<p>The cost of a taxi from the airport is SAR 80 (US\$21, €17) and takes approximately 20 minutes. Parking is free for hotel guests and SAR 30 (US\$8, €6) for the public.</p>
<b>Timetable</b>	<p><b>1pm-2pm</b></p> <ul style="list-style-type: none"> <li>Networking lunch for Regional and International Business school representatives and Al-Imam University officials.</li> </ul> <p><b>2pm– 4.30pm</b> Experts from QS will be discussing:</p> <ul style="list-style-type: none"> <li>Trends amongst international MBA applicants and employers – a global and Middle East perspective</li> <li>Ratings, rankings, and international brand marketing of business schools and universities</li> <li>Characteristics of modern MBA curricula and opportunities for international collaboration</li> </ul> <p><b>Set-up:</b> Exhibitor access from 4pm <b>Fair Open to public:</b> <b>4.30pm-6.30pm</b> Pre-fair presentations and panels 6.30pm-9pm <b>QS World MBA Tour</b> Fair &amp; Seminars</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><b><u>The hotel will only accept deliveries from 3 December 2012</u></b> 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>Please note that all duty charges must be cleared prior to the hotel accepting any cartons/parcels. All deliveries should be clearly marked: <b>QS World MBA Tour - 11 December 2012</b> <b>(School Name)</b> <b>C/O Mr. Chandima</b> <b>Four Seasons Hotel Riyadh at Kingdom Centre</b> <b>Kingdom Centre</b> <b>Riyadh</b> <b>11321</b> <b>Kingdom of Saudi Arabia</b> <b>P.O. Box 231000</b></p> <p>Contact Name: Mr Chandima, Purchasing and Receiving Tel: + 966 (1) 211-5000 Fax: + 966 (1) 211-5211</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Four Seasons</b> offers special rates to the <b>QS World MBA Tour</b> from SAR 1500 (US\$399/ €320) per night including taxes. <u>This rate is only valid for bookings made before 9 November 2012.</u> To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book.</p>
<b>Visa</b>	<p>In 2012, QS is working with a professional Visa agency to provide visa processing for our events in Saudi Arabia. We require the below mentioned information for each of your travellers no later than Monday 1<sup>st</sup> <b>October</b> to Agathe Weinberg at <a href="mailto:agathe@qs.com">agathe@qs.com</a>. We would recommend that you send your documentation as soon as possible so that we can assure that your visa is processed in time.</p> <p>Please provide: Photocopy of your passport</p>



	<p>Separate headshot photo standard size Dates of entry and departure from Saudi Arabia Closest Saudi Arabian Embassy where you wish to collect your visa</p> <p>Each visa will cost £250 – this price has been partially subsidized by QS and is less than other agencies will charge. We will invoice you separately for this cost and you will be able to pick up your visa from your local Saudi Embassy with no additional costs involved.</p> <p><b>We expect no more than a six week turnaround from the 1<sup>st</sup> of October (deadline to submit the above information) for the visa approval. We don't recommend you using your own contacts to source visas, as we have experienced delays using other channels in the past.</b></p>
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**ROOM RESERVATION FORM**

<b><u>Last Name:</u></b>	<b><u>First Name:</u></b>												
<b><u>Business Title:</u></b>	<b><u>Company Name:</u></b>												
<b><u>Telephone:</u></b>	<b><u>Mobile:</u></b>												
<b><u>Fax:</u></b>	<b><u>E-mail Address:</u></b>												
<b><u>Arrival Date:</u></b>	<b><u>Departure Date:</u></b>												
<b><u>Flight Details:</u></b>	<b><u>Flight Details:</u></b>												
<b><u>Arrival Airport Transfer Required:</u></b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b><u>Departure Airport Transfer Required :</u></b> Yes <input type="checkbox"/> No <input type="checkbox"/>												
<b><u>Airport transfer charges:</u></b> SAR 375 per one way for Cadillac Escalade or for BMW 7 series.													
<table style="width: 100%;"> <tr> <td style="width: 50%;"><b><u>Number of Rooms Required:</u></b></td> <td style="width: 50%; text-align: center;"><input type="text"/></td> </tr> <tr> <td><b><u>Number of Guest:</u></b></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td><b><u>Room Preference:</u></b></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Non-Smoking</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Smoking</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td colspan="2"><b><u>Other Preferences:</u></b></td> </tr> </table>		<b><u>Number of Rooms Required:</u></b>	<input type="text"/>	<b><u>Number of Guest:</u></b>	<input type="text"/>	<b><u>Room Preference:</u></b>	<input type="text"/>	Non-Smoking	<input type="text"/>	Smoking	<input type="text"/>	<b><u>Other Preferences:</u></b>	
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	<input type="checkbox"/>	<input type="checkbox"/>											
<b><u>The above mentioned rates nett and on room only basis.</u></b>													
<b><u>Credit Card Details to Confirm the Booking:</u></b>													
Card Type: _____ Expiration Date: _____	Card Number: _____ Signature: _____ Name of the Card Holder: _____												
<b><u>For hotel use only:</u></b>													
Confirmation Number: _____													

QS Group has 17 rooms on hold at The Four Seasons Hotel Riyadh until November 9th, 2012. For booking please fill up the form and send back to us before the November 9th. Kindly note any cancellation, amendment or no show as of November 9th, 2012 will be charged at the full rate for the entire stay .

Please send the completed form by email to: [Reservations.Riy@fourseasons.com](mailto:Reservations.Riy@fourseasons.com)

Tel: 966 (1) 2115888 Fax: 966 (1) 2115880



## Riyadh

### Further information on Customs and Culture in Saudi Arabia

Saudi Arabia is a Muslim country in which Islamic law is strictly enforced. You should respect local traditions, customs, laws and religions at all times and be aware of your actions to ensure that they do not offend other cultures or religious beliefs. There are strong Islamic codes of dress and behaviour in Saudi Arabia. Any displays of disrespect for Islam will cause great offence. You should take care not to offend.

- Public displays of affection, including kissing and holding hands, are considered offensive.
- It is illegal to hold two passports in Saudi Arabia: second passports will be confiscated by the immigration authorities if they are discovered.
- The Saudi authorities do accept the private practice of religions other than Islam, and you are only allowed to bring a Bible into the country as long as it is for your personal use.
- Islamic codes of behaviour and dress are also enforced rigorously. You should respect them fully.
- Homosexual behaviour and adultery are illegal and can carry the death penalty.
- Foreigners are required to carry their residency card or their passport with them at all times. Hotels may refuse accommodation to couples unable to provide proof of marriage.

### Alcohol

The penalties for the possession of, or trade in, alcohol are severe. Possession of alcohol may result in imprisonment and corporal punishment. **You should not arrive in Saudi Arabia under the influence of alcohol: the consequences could be serious.** Travellers have been detained on arrival in Saudi Arabia when police have detected the smell of alcohol on their breath.

### Customs

Saudi Arabian Customs officials have authority to screen all electronic devices (laptops, mobile phones, PDAs etc) entering or leaving Saudi Arabia. If requested, all passengers will be submitted to a thorough verification and inspection at international airports. Anyone found to be carrying pirated or explicit materials will have their equipment confiscated. Refusal to comply with this rule will result in detention and/or deportation. Although no fine is being imposed at present, passengers who refuse to be subjected to the inspection will be either sent to jail or deported.

- **The possession of images of scantily dressed people, especially women, is prohibited. Any files containing 'indecent' images (e.g. people wearing swimwear or with too much flesh on show) will be deemed as explicit material and the device carrying them will be confiscated.**
- Women visitors and residents are required to be met by their sponsor upon arrival. Women travelling alone, who are not met by sponsors, have experienced delays before being allowed to enter the country or to continue on other flights. Please email [Claire@qs.com](mailto:Claire@qs.com) for more information on your sponsor and collection at the airport.
- You may be refused entry to Saudi Arabia if your passport or luggage has evidence of travel to Israel, such as entry or exit stamps or any stickers with writing in Hebrew.

### Photography

- Photography of government buildings, military installations and palaces is not allowed. You should avoid photographing local people

### Dress Code

- Men should avoid wearing shorts, or short-sleeved or unbuttoned shirts.
- Women are legally required to wear the abaya, a long black coat that conceals their body shape, in all public places. The abaya is worn over loose-fitting, full-length clothing. <http://www.2hijab.com/default.asp>
- While many local women wear a headscarf, foreign women are not generally required to follow suit.
- We recommended wearing a headscarf out of courtesy, and so as not to attract unnecessary attention but this is not obligatory.



## Jeddah

### Thursday 13 December

**6.30pm-9pm** (5.00pm-6.30pm: Pre-fair presentations and panels)

<b>Venue</b>	<p><b>Intercontinental Jeddah Hotel</b>  AL Cornich Street – AL Hamra  21531 Jeddah  Saudi Arabia</p> <p>Tel: +9662 2295555  Fax: +9662 2295556  <a href="http://www.ichotelsgroup.com/intercontinental/en/gb/locations/jeddah">http://www.ichotelsgroup.com/intercontinental/en/gb/locations/jeddah</a></p>
<b>Access</b>	<p>The hotel provides an airport shuttle at a cost of SR 120 (US\$32, €26) one way and takes 45 minutes to 1 hour. A taxi from the airport will cost SR 50 (US\$13, €11) one way and takes approximately 45 minutes to 1 hour.  Parking is free of charge.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm  <b>Fair Open to public:</b> 5.00pm-6.30pm Pre-fair presentations and panels (<b>participating schools will be informed</b>)  6.30pm-9pm <b>QS World MBA Tour Fair &amp; Seminars</b>  <b>Breakdown:</b> The rooms will have to be cleared at 9pm</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 11 December 2012 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>Please note that all duty charges must be cleared prior to the hotel accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p><b>QS World MBA Tour - 13 December 2012</b>  <b>(School Name)</b>  <b>C/O Tofayel Ahmad</b>  <b>Jeddah Intercontinental Hotel</b>  <b>AL Hamra District – AL Corniche Road</b>  <b>P.O Box 41855</b>  <b>Jeddah 21531</b>  <b>Saudi Arabia</b></p> <p>Contact Name: Tofayel Ahmad  Tel: +9662 2295537  Mob: +9665 59862220  Fax: +9662 2295515</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</b> offers special rates to the <b>QS World MBA Tour</b> from SR 910 (US\$242/ €188) per night excluding taxes and breakfast.  <u>This rate is only valid for bookings made before 1 November 2012.</u></p> <p>To ensure this price please quote <b>QS World MBA Tour</b> and use the attached hotel reservation form to book and email it over to the hotel at <a href="mailto:ahmed.aljubaili@ihg.com">ahmed.aljubaili@ihg.com</a>.</p>
<b>Visa</b>	<p>In 2012, QS is working with a professional Visa agency to provide visa processing for our events in Saudi Arabia. We require the below mentioned information for each of your travellers no later than Monday 1<sup>st</sup> <b>October</b> to Agathe Weinberg at <a href="mailto:agathe@qs.com">agathe@qs.com</a>. We would recommend that you send your documentation as soon as possible so that we can assure that your visa is processed in time.</p> <p>Please provide:  Photocopy of your passport</p>



	<p>Separate headshot photo standard size Dates of entry and departure from Saudi Arabia Closest Saudi Arabian Embassy where you wish to collect your visa</p> <p>Each visa will cost £250 – this price has been partially subsidized by QS and is less than other agencies will charge. We will invoice you separately for this cost and you will be able to pick up your visa from your local Saudi Embassy with no additional costs involved.</p> <p><b>We expect no more than a six week turnaround from the 1<sup>st</sup> of October (deadline to submit the above information) for the visa approval. We don't recommend you using your own contacts to source visas, as we have experienced delays using other channels in the past.</b></p>
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Intercontinental Jeddah Hotel  
 AL Cornich Street – AL Hamra  
 21531 Jeddah / P.O Box 41855  
 Saudi Arabia  
 Tel + 966-2-2295555  
 Fax+9662 2295556  
<http://www.ichotelsgroup.com/intercontinental/en/gb/locations/jeddah>

Please send your reservation form to the hotel by **1 November 2012** to obtain the 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 SR 910 (per room per night)  
 Rates exclude taxes and Breakfast

**Please mark your special requests:**

- ☐ King Size Bed      ☐ Twin Room

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

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

**Please email this booking form to [ahmed.aljubaili@ihg.com](mailto:ahmed.aljubaili@ihg.com)**

A guest room will be held for late arrival, if guaranteed. Check-in time is 15:00 pm. Check-out time is 14:00 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