



QS World MBA Tour Fall 2011

Exhibitor Information

India

26 November – 5 December 2011

New Delhi
Mumbai
Hyderabad
Bangalore
Chennai

Saturday 26 November
Monday 28 November
Wednesday 30 November
Saturday 3 December
Monday 5 December



Note: All fairs are 3 hours long. Each fair will be preceded by a one hour 'Admissions Seminar' for candidates, therefore all advertising and information on our website will indicate a 4 hour event.

QS World MBA Tour – India and Middle East Fall 2011

<p>Saturday 26 November 1500 – 1800</p> <p>(1400: 1 hour Pre-Fair Candidate Admissions Seminar)</p>	<p>New Delhi</p>	<p>Shang-ri La Eros 19 Ashoka Road Connaught Place NEW DELHI - 110 001 INDIA</p>
<p>Monday 28 November 1800 – 2100</p> <p>(1700: 1 hour Pre-Fair Candidate Admissions Seminar)</p>	<p>Mumbai</p>	<p>The Leela Kempinski Mumbai Airport Road Sahar MUMBAI - 400 059 INDIA</p>
<p>Wednesday 30 November 1800 – 2100</p> <p>(1700: 1 hour Pre-Fair Candidate Admissions Seminar)</p>	<p>Hyderabad</p>	<p>Taj Krishna Road # 1 Banjara Hills HYDERABAD – 500 034 INDIA</p>
<p>Saturday 3 December 1500 – 1800</p> <p>(1400: 1 hour Pre-Fair Candidate Admissions Seminar)</p>	<p>Bangalore</p>	<p>Vivanta by Taj 41/3, Mahatma Gandhi Road BANGALORE - 560 001 INDIA</p>
<p>Monday 5 December 1800 – 2100</p> <p>(1700: 1 hour Pre-Fair Candidate Admissions Seminar)</p>	<p>Chennai</p>	<p>Sheraton Park Hotel and Towers TTK Road Tamil Nadu CHENNAI - 600 018 INDIA</p>

Exhibitor Information – QS World MBA Tour, Fall 2011

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

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

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

1) EXHIBITOR DATA:

When we receive your booking form, we send you a PDF 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 Fall 2011 booking form. If you have lost your login information then please go to the site and click on 'forgot password' to retrieve this information, otherwise the login information will be sent out approximately three weeks before the start of the Fall 2011 tour.

To access Outreach: www.topmba.com/outreach

This interface will enable you to:

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

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

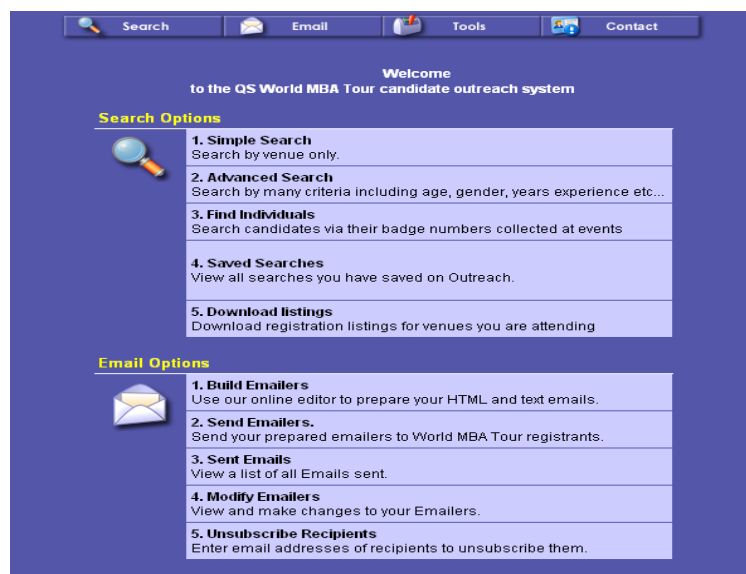
We have ongoing concerns about the protection of candidate data, and we are carefully policing the use of databases that have been downloaded for use other than the promotion of participating programs. We do not wish for the illegal behaviour of a small minority to impact on the professional conduct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

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

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

Outreach - The Key Features

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



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

Outreach is divided into three parts:

- Search
- Emailer
- Download

Search

This part of Outreach allows you to:

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

Emailer

This part of Outreach allows you to:

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

Download

This part of Outreach allows you to:

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

To keep candidate information safe and to comply with data protection regulations we ask that you respect guidelines specified when you login to Outreach. For more information please email Daniel Kahn

wmtoutreach@qs.com

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.

We can offer visa support for India. Please email the following details to Afshin Hassan afshin@qs.com. Full name, passport number, country of issue, job title and school name and address, which cities you will be visiting for further information.

- Also ensure you make all the usual security precautions, photocopy your passport & ticket leaving one copy at home/office and one copy in your luggage.
- **Please make sure you are aware of which inoculations will be required for each country you are visiting. You may be denied entry if you do not have the required proof of inoculations.**
Please consult: <http://www.oneworld.com/ow/airports-and-destinations/visa-and-health-information>
- 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 wide x 2m high**.

There is no power supply to the tables.

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

6) ATTENDING THE FAIR:

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

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

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

Any problems or questions contact: wmtlogistics@qs.com

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:

Europe:

COUNTRY	CONTACT	EMAIL
India and Middle East	Mihir Patel Aarti Kukreja Paras Fatnani	Mihir@qs.com Aarti@qs.com paras@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

New Delhi
Saturday 26 November

1500-1800 (1400: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Shang-ri La Eros 19 Ashoka Road Connaught Place NEW DELHI - 110 001 INDIA</p> <p>Tel: +91 11 4119 1919 Fax: +91 11 4119 1988 www.shangri-la.com</p>
Access	<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. 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.</p>
Timetable	<p>Set-up: Exhibitor access from 1300 Fair Open to public: 1400 Pre-Fair Seminar for candidates 1500-1800 QS World MBA Tour Fair & Seminars Breakdown: The room will have to be cleared at 1800</p>
Deliveries	<p><u>The venue will only accept deliveries from 23 November 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.</p> <p>All deliveries should be clearly marked:</p> <p>QS World MBA Tour - 26 November 2011 (School Name) Shang-ri La Eros 19 Ashoka Road Connaught Place NEW DELHI - 110 001 INDIA</p> <p>Contact: Raman Sharma Tel: +91 11 4119 1919 Fax: +91 11 2302 6103</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Shangri-La Eros offers special rates to the QS World MBA Tour from INR 14000 (US\$312/€216) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 24 September 2011.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>
Visa	<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 wmtlogistics@qs.com</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 World MBA Tour- November 25 & November 26, 2011

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 14000 single / INR 15000 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 (Current tax is 10% on Published Tariff)

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 September 15, 2011 till October 15, 2011.
- 2) **Any cancellation** of guest room(s) or **no show post October 15, 2011** 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 September 24, 2011, post which rate of day is applicable.

Kindly send completed form to Mr. Sunny Chadha at sunny.chadha@shangri-la.com with cc to Mr. Rajeev Neolia either by email at groupreservations.sld@shangri-la.com or 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
Monday 28 November

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

Venue	<p>The Leela Kempinski Mumbai Airport Road Sahar MUMBAI - 400 059 INDIA</p> <p>Tel: + 91 22 6691 1608 Fax: + 91 22 6691 1212 www.theleela.com</p>
Access	<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, which costs INR200 (US\$5, €3.10), journey time approx 10 minutes. The nearest station is Andheri-East, just 15 minutes away by taxi to the venue and will cost approx. INR100 (US\$2.23, €1.55). If you decide to stay in the venue hotel, there are complimentary return airport transfers included in your booking. On-site parking is available and is complimentary.</p>
Timetable	<p>Set-up: Exhibitor access from 1600 Fair Open to public: 1700 Pre-Fair Seminar for candidates 1800-2100 QS World MBA Tour Fair & Seminars Breakdown: The room will have to be cleared at 2100</p>
Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p>The venue will only accept deliveries from 25 November 2011 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>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 November 2011 (School Name) c/o Devashish Bhardwaj The Leela Kempinski Mumbai Airport Road Sahar MUMBAI - 400 059 INDIA</p> <p>Contact Name: Devashish Bhardwaj Tel: +91 96 1988 6855 Fax: +91 22 6691 1457</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Leela Kempinski, Mumbai offers special rates to the QS World MBA Tour from INR 9500 (US\$212/€147) per night plus tax 15.15%, including breakfast. <u>This rate is only valid for bookings made before 25th October 2011.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>
Visa	<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 wmtlogistics@qs.com</p>



To take advantage of the special rate offered to the participants of the **World MBA Tour - November, 2011** for stay at **The Leela Kempinski Mumbai**, and to ensure availability of the room specified, participants must fill in the reservation form. The form must be sent by fax or e-mail directly to the hotel by cut off date given below. *Reservations received after this date, or after the group block has been filled, will be accepted on a room availability basis and rate of the day.*

1. PERSONAL INFORMATION		
Title:	Last Name:	First name:
Date of Birth:	Company	/ Designation:
Passport No.:	Expires:	
Nationality:		
2. ADDRESS		
No. & Street:		
City:	State:	
Address:	Post/Zip code:	
E-mail:	Country:	
Telephone:	Fax:	
3. RESERVATION		
Check-in date:	Flight No:	Time:
Check-out date:	Flight No:	Time:
ROOM TYPE		
Smoking	Non-Smoking	
Rate Valid up to October 25th, 2011 for reservation		
Premiere City View Room - Single / Double Rs. 9500 / 11000 +15.15% tax/Day		
Premiere Pool View Room - Single / Double Rs. 10500 / 12000 +15.15% tax/Day		
Royal Club Room - Single / Double Rs. 12500 / 14500 +15.15% tax/Day		
Name of accompanying person:		
First Name	Last Name	Title
TRANSPORTATION RATES		
Complimentary two way airport transfers		
CREDIT CARD INFORMATION.		
VISA	MASTERCARD	AMEX DINERS JCB
Card Number:		
Expiration Date (MM/YY):	/ Last 3 Digits on back of card:	
Cardholder's Name:		
Cardholder's Signature:		

Please return this form to:

The Leela Kempinski Mumbai Reservations, Fax +91 22 6691 1452, Tel. +91 22 6691 1487

E-mail: groups.mumbai@theleela.com

1. *Cancellation Policy: Booking must be cancelled by October 25th 2011 to avoid room retention charges to be charged for the entire period of the stay.*
2. *All reservations are to be considered guaranteed and will not be re-confirmed unless specifically requested.*

For more information on The Leela Kempinski Mumbai, visit www.theleela.com



Hyderabad
Wednesday 30 November

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

Venue	<p>Taj Krishna Road # 1 Banjara Hills HYDERABAD - 500 034 INDIA</p> <p>Tel: + 91 40 6666 2323 Fax: +91 40 6666 1313 www.tajhotels.com</p>
Access	<p>The Hotel offers airport transfer services for INR1500 (US\$34, €23) and takes approximately 1 hour. The nearest station is Nampally Station (Hyderabad Deccan), 7km from the hotel, a taxi costs INR500 (US\$11 €8) and takes approximately 1 hour.</p>
Timetable	<p>Set-up: Exhibitor access from 1600 Fair Open to public: 1700 Pre-Fair Seminar for candidates 1800-2100 QS World MBA Tour Fair & Seminars Breakdown: The room will have to be cleared at 2100</p>
Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p>The hotel will only accept deliveries from 28 November 2011 with custom duty cleared. A list of materials to be delivered should be sent to the hotel so they can monitor incoming cartons/parcels.</p> <p>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>QS World MBA Tour – 30 November 2011 (School Name) c/o Ms Udaya Bhanu Taj Krishna Road # 1 Banjara Hills HYDERABAD – 500 034 INDIA</p> <p>Contact Name: Ms Udaya Bhanu Tel: +91 92 9500 1505 Fax: +91 40 6666 1313</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Taj Krishna offers special rates to the QS World MBA Tour from INR 9000 (US\$200/€139) per night exclusive of taxes (breakfast included). <u>This rate is only valid for bookings made before 15 November 2011.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>
Visa	<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 wmtlogistics@qs.com</p>

TAJ HOTELS HYDERABAD – ROOM RESERVATION FORM

Attn: Ms Suparna Mondal/ Reservations Department of the Taj Krishna
Telephone: 91-40-66292323
Fax: + 91-40-6666 4242
Email: reservations.hyderabad@tajhotels.com

DEADLINE FOR BOOKINGS: 15th November 2011

Taj Krishna, Hyderabad
Road No. 1, Banjara Hills, Hyderabad 500 034, Andhra Pradesh, India
Tel: 91-40-6666 3939 - www.tajhotels.com

PERSONAL PARTICULARS

Last Name: _____ First Name: _____

Company: _____ Title: _____

Address: _____

City: _____ Zip Code: _____ Country: _____

Telephone: _____ Facsimile: _____ E-mail: _____

ACCOMMODATION - Please tick your preferred choice.

Hotel : Taj Krishna, Hyderabad

Deluxe Room: ☐ INR 9000 (Single occupancy) ☐ INR 11500 (Double occupancy)

Special Requests: Smoking ☐ Non Smoking ☐ King Bed ☐ Twin Bed ☐

- The above room rates are per night basis
- Rate is inclusive of daily breakfast.
- Taxes would be charged extra.
- Accommodation at the rates quoted is available only to registered delegates of the above meeting and can only be made using this form before the cutoff date (15th Nov'2011).
- Check-in time is 14:00 Noon. Checkout time is 12:00 Noon

ARRIVAL

Arrival Date _____ Flight No. _____ Arrival Time _____

DEPARTURE

Departure Date _____ Flight No. _____ Departure Time _____

AIRPORT TRANSFER (At additional cost of INR 2300 each way)

☐ Not Required

☐ From Airport to Hotel

☐ From Hotel to Airport

RESERVATION GUARANTEE ☐ Visa ☐ Master Card ☐ American Express ☐ Diners Club

Card Number : _____

Cardholder's name : _____

Expiration Date : _____ Month _____ Year

CANCELLATION POLICY

Please note that any changes or cancellations made to your reservation have to be notified in writing to the hotel **5 days** prior to arrival date.

Note: In keeping with our heightened security procedure, we request you to carry a photo identity to present at check in.

Bangalore

Saturday 3 December

1500-1800 (1400: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Vivanta by Taj 41/3 M G Road Bangalore BANGALORE - 560 001 INDIA</p> <p>Tel: +91 80 6660 4444 Fax: +91 80 5661 4441 www.vivantabytaj.com</p>
Access	<p>The Hotel offers airport transfer services, please use the attached form to arrange pick up services. 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>
Timetable	<p>Set-up: Exhibitor access from 1300 Fair Open to public: 1400 Pre-Fair Seminar for candidates 1500-1800 QS World MBA Tour Fair & Seminars Breakdown: The room will have to be cleared at 1800</p>
Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p>The venue will only accept deliveries from 2 December 2011 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>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 – 3 December 2011 (School Name) c/o Ms Karuna Hn Vivanta by Taj 41/3, Mahatma Gandhi Road BANGALORE - 560 001 INDIA</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>
Hotel	<p>The Vivanta by Taj offers special rates to the QS World MBA Tour from INR 9000 (US\$199/€140) per night excluding tax (breakfast included). <u>This rate is only valid for bookings made before 15th November 2011.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>
Visa	<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 wmtlogistics@qs.com</p>



Vivanta by Taj – M G Road
QS World MBA - 2011
ACCOMMODATION FORM

We request you to fax this Hotel Reservation Form, indicating your preference, **latest by 15th Nov 2011**, 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:	Email :
Passport Number :		Nationality :
Date of Issue :	Place of Issue :	Date of Birth :

FAX TO : Mr. Anil Swain
E-MAIL : anil.swain@tajhotels.com

FAX NO. : 91 80 66614444
TEL NO : 91 80 66604202

Flight and Arrival details

Arrival Date:	Arrival time :	Flight No:	From :
Departure Date :	Departure time :	Flight No:	To :
Room category:	Sgl/Dbf room:	Airport Pick Required: YES No	

Room Rates applicable at Vivanta by Taj, MG Road : 08th to 12th February 2011

Category of Rooms	INR Single	INR Double	Choice of Occupancy required
Superior Rooms	9,000+ tax	10,000+ tax	

TERMS & CONDITIONS:

The above rates are on a per night basis ,includes accommodation, buffet breakfast and are exclusive of taxes (luxury and service tax 17.15%) 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 arrival before 1200 Hrs and late departure beyond 1400 Hrs will be charged additionally @ 50% of the above mentioned rates.
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 IOF STAY.**

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

Chennai
Monday 5 December

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

Venue	<p>Sheraton Park Hotel & Towers TTK Road CHENNAI – 600 018 INDIA</p> <p>Tel: + 91 44 2499 4101 Fax: + 91 44 2499 7101 www.starwoodhotels.com</p>
Access	<p>The hotel provides an airport shuttle and journey time 25-30 mins. Please use the attached bedroom booking form to request airport pickup which costs INR350 (US\$7.50 €6). The nearest station is Mylapore Railway Station 5km from the hotel, a taxi costs INR150 (US\$3 €2.50), journey time approx 10 mins. Free parking is available on-site.</p>
Timetable	<p>Set-up: Exhibitor access from 1600 Fair Open to public: 1700 Pre-Fair Seminar for candidates 1800-2100 QS World MBA Tour Fair & Seminars Breakdown: The room will have to be cleared at 2100</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 December 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.</p> <p>All deliveries should be clearly marked:</p> <p>QS World MBA Tour - 5 December 2011 (School Name) c/o Ms Radhika Nagaraju – Banquet Sales Executive Sheraton Park Hotel & Towers 132, TTK Road CHENNAI - 600 018 INDIA</p> <p>Tel: +91 44 2499 4101 ext 1831/32/63 Fax: +91 44 2466 2437</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Sheraton Park Hotel & Towers offers special rates to the QS World MBA Tour from INR 8500 (\$192/€134) per night plus tax (breakfast included). <u>This rate is only valid for bookings made before 15th November 2011.</u></p> <p>To ensure this price please quote QS World MBA Tour and use the attached hotel reservation form to book.</p>
Visa	<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 wmtlogistics@qs.com</p>

REQUEST FOR RESERVATION OF WORLD MBA TOUR DELEGATES

GUEST NAME

EMAIL ID & PHONE NUMBER

UNIVERSITY NAME

CHECK IN DATE

CHECK OUT DATE

ROOM TARIFF: SINGLE OCCUPANCY - INR 8500 plus taxes

DOUBLE OCCUPANCY - INR 10500 plus taxes

ARRIVAL BY FLIGHT

AIRPORT PICKUP REQUIRED (*on charge*) : YES / NO

ROOM PREFERENCE: SMOKING/ NON-SMOKING

CREDIT CARD NUMBER:

VALIDITY:.....

CREDIT CARD HOLDER'S NAME:

GUEST SIGNATURE

Please email your reservations to A.Nair@itchotels.in or fax your reservations to +91 44

24998050 or + 91 24997101 on or before 15th November 2011.

ITC SHERATON PARK HOTEL & TOWERS, T.T.K ROAD, CHENNAI – 600018.

PH: +91 44 24994101. FAX - +91 44 24998050/24997101.