<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hotel Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 25 September</td>
<td>Nairobi</td>
<td>Laico Regency Hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loita Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nairobi</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kenya</td>
</tr>
<tr>
<td>Thursday 27 September</td>
<td>Accra</td>
<td>Moevenpick Ambassador Hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Independence Avenue</td>
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<tr>
<td></td>
<td></td>
<td>Accra</td>
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<tr>
<td></td>
<td></td>
<td>Ghana</td>
</tr>
<tr>
<td>Saturday 29 September</td>
<td>Lagos</td>
<td>Eko Hotel &amp; Suites</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plot 1415 Adetokunbo Ademola Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Victoria Island</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lagos</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nigeria</td>
</tr>
</tbody>
</table>
INDEX

Thank you for your support of the QS World Grad School Tour. We look forward to partnering with you for a series of very successful Events in Africa.

Over the last ten 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 the Tour logistics team on wgstlogistics@qs.com

1) **EXHIBITION DATA**: Confirm your booking with fax-back form.  page 3
2) **INTERNET PROFILE**: Update your school profile on schools.qsnetwork.com  page 3
3) **VISITOR DETAILS**: See details of OUTREACH.  page 3
4) **TRAVEL & ACCOMMODATION**: Use information in this pack to book your rooms.  page 4
5) **FAIR DISPLAYS**: This is a tabletop Fair, check restrictions/dimensions.  page 4
6) **ATTENDING THE FAIR**: Check times and travel with information sheet.  page 4
7) **DELIVERY OF EXHIBITION MATERIALS**: Check delivery dates/courier deadlines.  page 5 & 6
8) **PR & MEDIA OPPORTUNITIES**: Provide us with a contact in your office.  page 6
9) **EVENT & LOGISTICS TEAM CONTACTS**  page 6

**Fair information and hotel booking forms**

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nairobi</td>
<td>Tuesday 25 September</td>
<td>7 &amp; 8</td>
</tr>
<tr>
<td>Accra</td>
<td>Thursday 27 September</td>
<td>9 &amp; 10</td>
</tr>
<tr>
<td>Lagos</td>
<td>Saturday 29 September</td>
<td>11 &amp; 12</td>
</tr>
</tbody>
</table>
1) EXHIBITOR DATA:
When we receive your booking form, we send you a form that confirms the cities booked, your institution 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 (0)20 7284 7203. For any problems or questions contact: wgstlogistics@qs.com

2) INTERNET PROFILE:
With your booking you also qualify for a FREE profile on our website www.topgradschool.com. Candidates use our website to register for the Fairs as well as it is the starting point in their research for institutions.

To take advantage of this great opportunity, log on to http://schools.qs.com and complete the profile section and subject list.

If you have forgotten your password, you can click on the ‘forgot password’ tab and enter your email address. If you have never received a username and password then please email daniel.kahn@qs.com so that we can add you to the system and send you your username and password.

3) 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.

Outreach logins from previous years remain the same, unless otherwise specified on your booking form. If you have misplaced your login information then please go to the site and click on ‘forgot password’ to retrieve this information.

To access Outreach: http://schools.qs.com

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 two weeks prior to each fair. Walk-in candidate details will be available two weeks after each fair.

Please be sure to read the terms & conditions relating to use of the QS World Grad School Tour Outreach. From WGST Outreach you can only export details of candidates that have supplied you with their badge number. It is therefore imperative that you accurately note and record badge numbers.

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

A key development on WGST was the extensive redevelopment of our candidate communication system, WGST Outreach. Designed exclusively for WGST clients, WGST Outreach enables you to communicate with the pre-registration database prior to each fair you are attending. It also allows you to follow up with candidates after the fair. You can download full profiles - including contact details – of candidates whose badge numbers you collect and you can conduct sophisticated searches of the database by employing up to 12 different search fields including:

- Venue
- Gender
- Country of Residence
- Nationality
- Undergraduate Degree
- Start of Study
- Level of Study
- Mode of Study
- Work Experience
- Funding Status
- Subject(s) of Interest and
- Preferred Region of Study.

Many WGST clients utilise WGST Outreach during the Tours to arrange personal one-to-one meetings with candidates prior to the fairs. WGST Outreach is available to all WGST clients at no additional charge.
4) TRAVEL & ACCOMMODATION:
QS World Grad School Tour negotiates special rates with hotels for bedrooms.
To ensure you receive this rate, you must make your room booking using the bedroom booking forms in this pack.

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

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

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

A Yellow fever vaccination certificate is required for travellers arriving from a yellow- fever infected area.

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

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

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 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 institution representative/alumni attending the fair should introduce themselves to the QS World Grad School 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: wgstlogistics@qs.com
OCS Worldwide is set up to receive all your materials, whatever their final destination, here in our U.K. / US hub.

We will then sort, label, and deliver all your boxes to the correct location.

You will only need to make one single shipment of boxes to OCS Worldwide instead of separate international shipments to each individual destination city.

OCS Worldwide will do all of your customs paperwork for you. Also, you will not have to worry about shipment tracking or customs clearance. **We do this for you.**

For further information please contact

- **UK:** Carmen Jones or Nigel Moyes  
  exhibitions@ocsworldwide.co.uk
- **US:** Dave Rosenthal  
  fairs@shipocs.com
7) DELIVERY OF EXHIBITION MATERIAL:

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

Note for all participants using OCS:

OCS will contact you with full details and their "delivery deadlines" after you make your booking with us. You can contact them with queries on fairs@shipocs.com (for American participants) or exhibitions@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 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 your institution, with no mention of the QS World Grad School 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

8) PR AND MEDIA OPPORTUNITIES:

The QS World Grad School 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 QS World Grad School Tour Fairs by contacting the below:

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>CONTACT</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td>Barak Cerff</td>
<td><a href="mailto:barak@qs.com">barak@qs.com</a></td>
</tr>
</tbody>
</table>

9) EVENT AND LOGISTICS TEAM CONTACT DETAILS:

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

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

Barak Cerff - Event Manager - +27 11 867 3466
Elaine Delfino Antanaviciene - Event Manager - +44 (0) 207 284 7243
## Venue

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5pm – 8pm</td>
<td>Tuesday 25 September</td>
<td>4pm – 1 hour Pre-Fair Candidate Admissions Seminar</td>
</tr>
</tbody>
</table>

**Laico Regency Hotel**
Loita Street
Nairobi
Kenya

Tel: +254 20 22 11 199  
Fax: +254 20 22 17 120  
[www.laicoregencyhotel.co.ke](http://www.laicoregencyhotel.co.ke)

## Access

There is an airport shuttle which takes about 30 minutes from the airport and costs US$20 (€16).
A Taxi from the airport costs about US$50 (€40) and the journey time is 30 minutes.
There is free parking at the hotel.

## Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-up</td>
<td>exhibitor access from 3pm</td>
<td></td>
</tr>
<tr>
<td>Fair Open to public</td>
<td>4pm Pre-Fair Seminar for candidates</td>
<td></td>
</tr>
<tr>
<td>5 – 8pm</td>
<td><strong>QS World Grad School Tour</strong> Fair &amp; Seminars</td>
<td></td>
</tr>
<tr>
<td>Breakdown</td>
<td>The room will have to be cleared at 8pm</td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td>Internet access is available for free to hotel guests</td>
<td></td>
</tr>
</tbody>
</table>

## Deliveries

If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number.

The hotel will only accept deliveries from **18 September 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.

Please note that all duty charges must be cleared prior to the hotel accepting any cartons/parcels.

All deliveries should be clearly marked:

**QS World Grad School Tour – 25 September 2012**  
(Institution Name)  
At: Jeniffer Wanza  
Laico Regency Hotel  
Loita Street  
Nairobi  
Kenya

Contact: Jeniffer Wanza  
Tel: +254 20 722 358 954  
Email: jeniffer@laicoregencyhotel.co.ke

We are providing a central document shipping service through OCS who will contact you directly.

## Hotel

The Laico Regency Hotel offers special rates to the **QS World Grad School Tour** from US$195 (€156) per night including breakfast. This rate is only valid for bookings made before 25 August 2012.

To ensure this price please quote **QS World Grad School Tour** and use the attached hotel reservation form to book.
LAICO Regency Nairobi Hotel
Loita Street, Uhuru Highway
PO Box 57549-00200
Nairobi, Kenya
Tel: +254 (0)20 2211199 / 2887000
Fax: +254 (0)20 2217120

ADDRESS BOOKINGS & FORM TO: MS. JENIFFER WANZA
Email address: jeniffer@laicoregencyhotel.co.ke MOB. No. 254-722-358954

Please send your reservation form to the hotel by 25 AUGUST 2012

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:
- Single Occupancy USD195
- Double Occupancy USD 220
Taxes and Buffet Breakfast included

Please mark your special requests:
- Non Smoking Room
- Smoking Room
- King Size Bed
- Twin Room

Special requests: _______________________________________________________
Reservation confirmed: ______________________________  Date: ________________

In the event of non-arrival we will charge for one room night and tax as your reservation is guaranteed until 7 a.m.
### Venue

- **Moevenpick Ambassador Hotel**  
  Independence Avenue  
  Accra  
  Ghana

- Tel: +233 0302 611000  
  Fax: +233 0302 611001  
  [www.moevenpick-hotels.com](http://www.moevenpick-hotels.com)

### Access

- There is a complimentary airport shuttle for hotel guests. Journey time is 15 minutes.
- There is free parking on site for visitors to the hotel.

### Timetable

- **Set-up:** Exhibitor access from 3pm
- **Fair Open to public:** 4pm Pre-Fair Seminar for candidates  
  5pm – 8pm [QS World Grad School Tour](#) Fair & Seminars
- **Breakdown:** The rooms will have to be cleared at 8pm
- **Internet:** Internet access is available for free to hotel guests

### Deliveries

- The venue will only accept deliveries from 26 September 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.

  Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.

  All deliveries should be clearly marked:

  - **QS World Grad School Tour – 27 September 2012**  
    (Institution Name)  
    c/o Lois Lartey  
    KHI GHANA 01 Ltd (Moevenpick Ambassador Hotel)  
    Independence Avenue  
    Accra  
    Ghana

  Contact Person: Lois Lartey  
  Tel: +233 0302 611000  
  Email: Lois.Lartey@moevenpick.com

- We are providing a central document shipping service through OCS who will contact you directly.

### Hotel

- The [Moevenpick Hotel](#) offers the [QS World Grad School Tour](#) a special rate of US$300 (€238) including breakfast plus tax. This rate is only valid for bookings made before 10 August 2012.

  To take advantage of this price please quote [QS World Grad School Tour](#) and use the hotel reservation form to make your booking.
BOOKING FORM FOR ALL THE DELEGATES ATTENDING

QS WORLD GRAD SCHOOL TOUR EXHIBITION 27TH SEPTEMBER, 2012

Mövenpick Ambassador Hotel Accra has pleasure in welcoming all delegates to the Qs World Grad School Tour Exhibition. The following are the accommodation rates for the duration of the Exhibition.

<table>
<thead>
<tr>
<th>Superior Room</th>
<th>Single Occupancy</th>
<th>Double Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rate: US$ 300</td>
<td>Rate: US$ 340</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Name</th>
<th>Surname</th>
<th>Checking-in</th>
<th>Checking-out</th>
<th>Arrival Flight Details</th>
<th>Departure Flight Details</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Room Preferences:  
- Non Smoking
- Smoking

Credit Card Details:  
- Credit Card Name
- Credit Card Number
- Expiration Date
- Last 3 digits back of the card

For third party payment, a copy of the front and back of the credit card, as well as a copy of either the card or passport holder’s has to be sent to: creditcard.accra@moevenpick.com

Points to note:
- When proceeding to your booking, please refer yourself as participant of the QS WORLD GRAD SCHOOL TOUR.
- Early arrival cannot be granted unless you paid the night prior your arrival for securing the room
- Late checking out will not be possible
- Checking-in time is set at 3pm, checking-out should be proceed prior 12noon day of departure
- The above accommodation rates are quoted per room per night inclusive of VAT, 1 international buffet breakfast at Sankofa Restaurant and in-room internet
- The closing date for accommodation reservations is set for 10th August 2012. After this date, reservation will be subject to availability. Room price will be subject to availability the day of your booking.

Guest Signature:

Please complete this form and return to the Hotel on Fax No. +233 (0) 302 611002 or Email: reservations.accra@moevenpick.com
Do not hesitate to contact us Tel: +233 (0) 302 611000 for further information.
Lagos  
Saturday 29 September  

**2pm – 5pm** (1pm: 1 hour Pre-Fair Candidate Admissions Seminar)  

<table>
<thead>
<tr>
<th><strong>Venue</strong></th>
</tr>
</thead>
</table>
| **Eko Hotel & Suites**  
Plot 1415 Adetokunbo Ademola Street  
Victoria Island  
Lagos  
Nigeria  
Tel: +234 1 277 2700-19  
Fax: +234 1 270 4071  
[www.ekohotels.com](http://www.ekohotels.com) |  

<table>
<thead>
<tr>
<th><strong>Access</strong></th>
</tr>
</thead>
</table>
| The cost of a taxi from the airport is N14,000 ($96 / €64), journey time is 40 min.  
There is parking on site. |  

<table>
<thead>
<tr>
<th><strong>Timetable</strong></th>
</tr>
</thead>
</table>
| **Set-up:** Exhibitor access from 12pm  
**Fair Open to public:** 1pm Pre-Fair Seminar for candidates  
2pm – 5pm **QS World Grad School Tour** Fair & Seminars  
**Breakdown:** The rooms will have to be cleared at 5pm |  

<table>
<thead>
<tr>
<th><strong>Deliveries</strong></th>
</tr>
</thead>
</table>
| The venue will only accept deliveries from 24 September 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.  
Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.  
All deliveries should be clearly marked:  
**QS World Grad School Tour – 29 September 2012**  
(Institution Name)  
c/o Fausat Ibrahim  
Eko Hotel & Suites  
Plot 1415 Adetokunbo Ademola Street  
Victoria Island  
Lagos  
Nigeria  
Contact Person: Akuoma Egejuru - Conf. & Bqt. Co-ordinator  
Tel : +234 1 277 2700 25 Ext 6179/6079  
Email: eakuoma@ekohotels.com |  

<table>
<thead>
<tr>
<th><strong>Hotel</strong></th>
</tr>
</thead>
</table>
| The **Eko Hotel and Suites** offers the **QS World Grad School Tour** a special rate of N43,900 (US$270 / €216) including breakfast plus tax. This rate is only valid for bookings made before 29 August 2012.  
To take advantage of this price please quote **QS World Grad School Tour** and use the hotel reservation form to make your booking. |
Reservation must be made by: **29 August 2012**

<table>
<thead>
<tr>
<th>Name:</th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Company:</td>
<td></td>
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<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Phone Number:</td>
<td></td>
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<tr>
<td>Fax Number:</td>
<td></td>
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<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Arrival date:</td>
<td></td>
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<tr>
<td>Departure date</td>
<td></td>
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<tr>
<td>Credit Card Number:</td>
<td></td>
</tr>
<tr>
<td>Expiry Date:</td>
<td></td>
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<tr>
<td>Credit Card Holder:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

**CLASSIC SUPERIOR ROOM @ N 43,900.00**  
Including Breakfast

**Please mark your special requests:**

- [ ] Smoking Room  - [ ] Non Smoking Room
- [ ] King Size Bed  - [ ] Twin Room

Special requests: __________________________________________________________

A guest room will be held for late arrival, if guaranteed. Check-in time is 2:00 pm. Check-out time is 12:00 PM.

Cancellations made prior to 6 p.m. three days prior to arrival are not charged. In the event of non-arrival we will charge for one room night and tax as your reservation is guaranteed until 7 a.m.