



QS World Grad School Tour Exhibitor Information – Asia

Tuesday 1 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Bangkok	Four Seasons Hotel 155 Rajadamri Road Bangkok 10330 Thailand
Thursday 3 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Ho Chi Minh City	Sofitel Saigon Plaza 17 Le Duan Boulevard District I Ho Chi Minh City Vietnam
Saturday 5 November 2pm – 5pm (1pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Manila	The Peninsula, Manila Corner of Ayala and Makati Avenues, 1226 Makati City, Metro Manila Philippines
Tuesday 8 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Kuala Lumpur	Kuala Lumpur Convention Centre Kuala Lumpur City Centre Kuala Lumpur 50088 Malaysia

Guangzhou Thursday 10 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Garden Hotel 368 Huanshi Dong Lu Guangzhou 510064 P. R of China	环市东路 368 号 广州市 中华人民共和国
Beijing Saturday 12 November 2pm – 5pm (1pm: 1 hour Pre-Fair Candidate Admissions Seminar)	The Peninsula Beijing 8 Goldfish Lane, Wangfujing Dongcheng District Beijing 10006 China	中华人民共和国 北京市东城区 王府井金鱼胡同 8 号 王府半岛酒店 邮编 100006
Wuhan Monday 14 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Ramada Plaza Optics Valley Hotel No. 726 Luoyu Road Wuchang, Wuhan, Hubei, 430074 China	武汉华美达光谷大酒店 湖北省武汉市武昌区珞瑜路726号
Nanjing Wednesday 16 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Sheraton Nanjing Kingsley Hotel & Towers 169 Hanzhong Road Nanjing 210029 China	南京金絲利喜来登酒店 汉中路 169 号 南京, 江苏省 210029 中国
Shanghai Saturday 19 November 2pm – 5pm (1pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Sheraton Shanghai Hongkou Hotel No 59 Siping Road Shanghai 200080 China	上海虹口三至喜来登酒店 中国上海虹口区四平路 59 号, 邮编 200086
Tokyo Monday 21 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Keio Plaza Hotel 2-2-1 Nishi-Shinjuku, Shinjuku-ku Tokyo, 160-8330 Japan	京王プラザホテル 東京都新宿区西新宿 2-2-1 160-8330
Seoul Wednesday 23 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Seoul National University Hoam Faculty House (HFH) 239-1 Nakseongdae Dong, Gwanak Gu Seoul 151-057 South Korea	호암 교수 회관 (호암 컨벤션 센터) 서울시 관악구 낙성대 동 157-057

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 Asia.

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

Fair information and hotel booking forms

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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 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.
- Please check if you will need a visa for each country you are travelling to. Different nationalities have different visa requirements.
- **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.

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

THE ORIGINAL COURIER



Partnering with



on the

**WORLD GRAD
SCHOOL TOUR**

since 2001

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 : exhibitions@ocsworldwide.co.uk
or Nigel Moyes
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:

COUNTRY	CONTACT	EMAIL
Japan	Simona Bizzozero	simona@qs.com
South Korea	Yang He	yang@qs.com
China	Xia Qian	xia@qs.com
Philippines	Thomas Ahonen	thomas@qs.com
Thailand	Simona Bizzozero	simona@qs.com
Malaysia	Thomas Ahonen	thomas@qs.com
Vietnam	Thomas Ahonen	thomas@qs.com

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

Maesie Williams - Event Manager - +44 (0) 207 284 7237

Bangkok
Tuesday 1 November



5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Four Seasons Hotel 155 Rajadamri Road Bangkok 10330 Thailand</p> <p>Tel: +66 2 126 8866 Fax: +66 2 253 9195 http://www.fourseasons.com/bangkok</p>
Access	<p>Rajadamri Sky Train Station is a 5 minute walk from the hotel. Silom Underground Station is 5 minutes taxi ride from the hotel and would cost THB 40 (US\$1). An airport pick-up can be arranged through the hotel and will take 45 minutes and costs from THB 2,500 (US\$84 /€59). A taxi from the airport will take about 45 minutes and costs about THB 400 (US\$13 /€9). Parking is available at the hotel.</p>
Timetable	<p>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 room will have to be cleared at 8pm</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 25 October 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 Grad School Tour – 1 November 2011 (Institution Name and Guest Name) c/o Mr. Chatkom Fhasarn Four Seasons Hotel Bangkok 155 Rajadamri Road Bangkok 10330 Thailand</p> <p>Mr. Chatkom Fhasarn Tel: +66 2 126 8843 Fax: +66 2 254 5390 Chatkom.Fhasarn@fourseasons.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Four Seasons Hotel offers special rates to the QS World Grad School Tour from THB 5,500 (US\$184 /€130) plus taxes. <u>This rate is only valid for bookings made before 1 October 2011.</u></p> <p>To ensure this price please click on the below link and enter the group code: CI1011QS http://www.fourseasons.com/bangkok/rates_and_reservations/</p>
Visa	<p>Visa requirements for Thailand vary depending on Nationality. Please contact your local embassy or visa service for further information.</p>

5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Sofitel Saigon Plaza 17 Le Duan Boulevard, District I Ho Chi Minh City Vietnam</p> <p>Tel: +84 8 3824 1555 Fax: +84 3824 1666 www.sofitel.com</p>
Access	<p>The hotel provides an airport shuttle which costs USD45 (€31) each way and takes 20 minutes. A taxi from the airport to the hotel is USD10 (€7) and takes 20 minutes Free parking is available at the hotel.</p>
Timetable	<p>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 room will have to be cleared at 8pm</p>
Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p><u>The venue will only accept deliveries from 2 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 Grad School Tour – 3 November 2011 (Institution Name) Sofitel Saigon Plaza 17 Le Duan Boulevard, District 1 Ho Chi Minh City Vietnam</p> <p>Ms Nguyen Thanh Thao VY Tel: +84 914 147 526 Fax: +84 8 2314 1666 Email: Meetings@sofitelsaigon.com.vn</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Sofitel Saigon Plaza offers special rates to the QS World Grad School Tour from US\$140 (€98) per night plus tax. <u>This rate is only valid for bookings made before 4 September 2011.</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>
Visa	<p>Visa requirements for Vietnam vary depending on Nationality. Please contact your local embassy or visa service for further information.</p>

HOTEL ROOM RESERVATION REQUEST FORM

Please send your reservation form to the hotel by 4th September 2011

1. YOUR DETAILS *(Please complete in block capitals, use black ink if sent by fax)*

Family name: _____	Given name: _____
Job title: _____	Organisation: _____
Address: _____	
E-mail: _____	Cell phone: _____
Tel (direct line): _____	Fax (for confirmation): _____

2. ACCOMMODATION/ AIRPORT TRANSFER:

I would like to book one room as follows:

- ☐ Single Superior room at **Sofitel Saigon Plaza** (Single / Double occupancy) USD140++
☐ Single Luxury Room at **Sofitel Saigon Plaza** (Single / Double occupancy) USD160++
☐ Single Luxury Club Sofitel Room at **Sofitel Saigon Plaza** (Single / Double occupancy) USD200++

The room price is quoted in US dollars per room per night for single occupancy, subject to 5% service charge and 10%VAT.

Preferences: ☐ Smoking ☐ Non-smoking ☐ King bed ☐ Twin Room *(On request and subject to availability)*

Dates of stay and flight information:

Arrival date: _____ Flight number: _____ Arrival time: _____

Departure date: _____ Flight number: _____ Departure time: _____

Airport pick-up: ☐ YES / ☐ NO ☐ Mercedes Class E USD 45.00++ / way (max. 3 persons)
 Airport drop-off: ☐ YES / ☐ NO ☐ Mercedes Class E USD 45.00++ / way (max. 3 persons)

Special Requirements *(if any)*: _____

3. PAYMENT:

Name of Credit Card:	_____
Guaranteed to Credit card number:	_____
Type of Credit Card:	_____
Expiry Date:	_____

Please note:

- Official Check in time is at 14:00 hours. If you wish to guarantee early availability of your room before 14:00 hours, you should reserve your room the night before at an additional night's charge by indicating this on the form. Otherwise, early arrivals are subject to availability upon check in.
- Official Check out time is at 12:00 hours. Use your room from 12:00 to 18:00 hours can be arranged and confirmed at 50% of the agreed room rates. Full day's rate will be chargeable for use of room beyond 18:00 hours
- Credit card details / deposit is required to guarantee your reservation
- A penalty charge for all room nights reserved shall be levied for any no shows
- For guaranteed reservations, the room will be held for the late arrival
- A cancellation number is given out whenever cancellation is made. Please take note of this number for reference regarding cancellation of guaranteed reservation

4. CONFIRMATION *(To be completed by the hotel)*

Your booking is confirmed as requested. Confirmation no.: _____	
Confirmed by: _____	Date: _____

Please send this form to:

Ms. Nguyen Thi Xuan Dung – Reservation Manager – E-Mail: reservations@sofitelsaigon.com.vn
Fax: +84-8-38235511 (direct)



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

Venue	<p>The Peninsula, Manila Corner of Ayala and Makati Avenues, 1226 Makati City, Metro Manila, Philippines</p> <p>Tel: +632 887 2888 Fax: +632 581 6877 www.peninsula.com</p>
Access	<p>Manila Railway Transit – Ayala Station is 700 metres walking distance to the hotel. The hotel provides an airport shuttle which costs from PHP2,300(US\$53 /€38) each way and takes 30 – 45 minutes. A taxi from the airport to the hotel will take 30 - 45 minutes and costs PHP300 (US\$7 /€5) Parking is available at the hotel and costs PHP75 (US\$1.75) for the first 2 hours and PHP75 for every subsequent hour.</p>
Timetable	<p>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 room will have to be cleared at 5pm</p>
Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p><u>The venue will only accept deliveries from 2 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: QS World Grad School Tour – 5 November 2011 (Institution Name) The Peninsula Manila Corner Ayala and Makati Avenues 1226 Makati City, Metro Manila, Philippines</p> <p>Ms. Joy Pammit Tel: +632 887 8888 ext. 6616 Fax: + 632 8443301 Email: joypammit@peninsula.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Peninsula Manila offers special rates to the QS World Grad School Tour from PHP 8582 (US\$197 /€141) per night plus tax. <u>This rate is only valid for bookings made before 21 October 2011</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>
Visa	<p>Visa requirements for The Philippines vary depending on Nationality. Please contact your local embassy or visa service for further information.</p>

Room Reservation Form

BOOKING CONTACT : *Please fill in and fax return to the attention to Ms Joy Pammit, Events Manager
Tel : (63) 2 8872888 local 6616 / Fax : (63) 2 844 3301 / Email : joypammit@peninsula.com*

SURNAME:

FIRST NAME:

JOB TITLE :

COMPANY NAME:

COUNTRY:

TELEPHONE NUMBER:

FACSIMILE NUMBER:

E-MAIL ADDRESS:

PASSPORT NUMBER:

EXP. DATE:

NATIONALITY:

ARRIVAL DATE:

DEPARTURE DATE:

ARRIVAL FLIGHT / TIME :

DEPARTURE FLIGHT / TIME :

CHOICE OF ROOM CATEGORIES :

- Superior Room (king / queen).....PHP 8,582.00 net (P7,000++)
- Deluxe Room (king / twin)..... PHP 9,808.00 net (P8,000++)

* Please select the room category for your stay by putting a tick in the box after the rate listed above

* All rates are inclusive of 12% Value Added Tax and 10% service charge per room per night.

* The rooms listed above are subject to availability upon receipt of the room reservation form.

* All reservations made after **October 21, 2011** are subject to availability.

* The standard check-in time is 2:00 pm and check-out time is 12:00 noon.

* Cancellations must be received **2 days prior to arrival day**, before 6PM local time, to avoid a penalty of one night room charge.

* Please refer to the room description below for reference

* Valid credit card details are required to guarantee the booking.

SMOKER () NON-SMOKER ()

BEDDING REQUIREMENT:

TRANSFER BY MERCEDES BENZ : Not required ___ / Arrival ___ / Departure ___ / Round-trip ___
(*PHP 3,200 nett - ONE WAY)

TRANSFER BY NISSAN CEFIRO : Not required ___ / Arrival ___ / Departure ___ / Round-trip ___
(*PHP 2,800 nett - ONE WAY)

TRANSFER BY NISSAN SENTRA : Not required ___ / Arrival ___ / Departure ___ / Round-trip ___
(*PHP 2,300 nett - ONE WAY)

SUPERIOR ROOM (38 sq m / 405 sq ft)

Room Description : http://www.peninsula.com/Peninsula_Hotels/en/default.aspx#/Manila/en/Accommodation/Superior_Room/

CREDIT CARD HOLDER'S NAME:

CREDIT CARD: AMEX / VISA / MASTER CARD / DINERS CLUB / JCB

CREDIT CARD NUMBER:

EXPIRATION DATE:

CARD HOLDER'S SIGNATURE :

5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Kuala Lumpur Convention Centre Kuala Lumpur City Centre 50088 Kuala Lumpur Malaysia</p> <p>Tel : +603 2333 2888 Fax: +603 2333 2882</p>
Access	<p>KLCC LRT Station (Rapid KL) on Kelana & Amapng Line is 5 minutes walk from the venue. A Taxi from the airport to the venue costs MYR 70 (US\$22/ €17) for a budget taxi and MYR 95 (US\$30/ €22) for a premier taxi. Parking on site costs MYR 3.00 for the 1st hour and MYR 2.50 for every hour thereafter.</p>
Timetable	<p>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 room will have to be cleared at 8pm</p>
<p>Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number</p>	<p><u>THIS VENUE WILL NOT ACCEPT DIRECT, NON-OCS COURIER DELIVERIES.</u></p> <p><u>If you are unable to use OCS:</u> We suggest you courier your shipment directly to the hotel your travel representative will be staying at (to be held for their arrival).</p> <p><u>VERY IMPORTANT!</u></p> <ol style="list-style-type: none"> 1) Please ensure <u>your courier company 'clears/pays any duty for' your packages with Malaysian customs</u>, and delivers it on time. 2) <u>You must</u> advise your travel rep you are shipping materials to them at their hotel (not the venue), and they are responsible for taking the materials to the fair with them.
Hotel	<p>The Kuala Lumpur convention centre does not have any accommodation available.</p> <p>We have sourced a nearby hotel for the QS World Grad School Tour: The Traders Hotel offers special rates to the QS World Grad School Tour from MYR 420.00 (US\$141/ €98) per night (inclusive of breakfast and internet access; exclusive of tax). <u>This rate is only valid for bookings made before 27 October 2011.</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>
Visa	<p>Visa requirements for Malaysia vary depending on Nationality. Please contact your local embassy or visa service for further information.</p>

Traders Hotel Kuala Lumpur

QS WORLD GRAD SCHOOL TOUR 7 – 10 NOVEMBER 2011

Deadline: 29 October 2011

GUEST DETAILS

Last Name		First Name		Airport Transfer From/To KLIA/LCCT (RM265.00Nett/RM295.00Nett/car/way)	<input type="checkbox"/> Sharing with:
Contact Number				<input type="checkbox"/> Pick Up <input type="checkbox"/> Drop Off <input type="checkbox"/> Roundtrip	
Email Address					
Company Name				Flight Details (24:00hrs)	
Arrival Date				Arrival Flight No	ETA
Departure Date				Departure Flight No	ETD

- A surcharge of 50% will be levied for transfer between 11.00pm to 7.00am and the rate transfer is subject to change

ROOM CATEGORY

Room Category	Room Rates				No. of Room/s	No. of Adult/s
	Single [RM]		Double [RM]			
Deluxe City View TWIN	420.00++		450.00++			
Deluxe Garden View King	460.00++		490.00++			
Traders Twin Towers View	610.00++		640.00++			
City View Suite	700.00++		730.00++			
Twin Towers View Suite	760.00++		790.00++			

- All rates are inclusive of 10% service charge and 6% government tax per room per night.
- Room rates quoted are inclusive of Breakfast for Deluxe category and Traders Club Floor benefits for Traders Club category.
- Free wired and wireless broadband access [Throughout Hotel premises and in Hotel Limousine]
- Above rates are only applicable during the above conference only, 3 days prior and 3 days after the event.
- Subject to on-day availability.

PREFERENCE

<input type="checkbox"/> King Size Bed	<input type="checkbox"/> Twin Bed	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Smoking
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- Subject to on-day availability

ROOM GUARANTEE METHOD

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER	<input type="checkbox"/> AMEX	<input type="checkbox"/> DINERS	<input type="checkbox"/> JCB
Credit Card no	Expiry Date	Security Code	Card Holder's name	

- In order to confirm your room booking, credit card details is required upon reservation. To pre-pay room in advance, please contact our reservations department for a copy of Letter of Authorization.

TERMS AND CONDITIONS

- Official check-in time is 1400hrs and check out time is 1200hrs.
- Full-day surcharge will be applicable for guests arriving to check in between 0001 hours to 0800 hours.
- Early check in will be subject to availability for check-in after 0800 hours and before 1400 hours.
- Late check out shall be chargeable at 50% of room rate after 1200 hours but before 1600 hours. Full rate is chargeable for departures after 1600 hours onwards.
- Any cancellation of guest room 7 days before arrival date will result in a late cancellation charge equivalent to full duration of stay. The hotel must be notified in writing for this.
- Full charge of the entire duration of stay will be imposed should there be any no show on day of arrival.
- Advance notice of 24 hours is required for any shortened stay to avoid any cancellation of one (01) night room charge.
- Any flight changes must be advised at least 24 hours prior to arrival.

Reservations Department
Traders Hotel Kuala Lumpur
General Line: + 60 3-2332 9888 Fax: +60 3-2332 2677
Email: groupreservations.thkl@tradershotels.com

5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>The Garden Hotel, Guangzhou 368 Huan Shi Dong Lu Guangzhou 510064 P.R of China</p> <p>Tel: +86 20 8333 8989 ext. 388 Fax: +86 20 8384 5253 www.thegardenhotel.com.cn</p>	<p>环市东路 368 号 广州市 中华人民共和国</p>
Access	<p>The nearest subway station is East Station, around 12km from the hotel. A taxi from the station to the hotel is RMB30 (US\$5 /€3) and takes around 15 minutes. A taxi from the airport to the hotel is RMB150 (US\$23 /€16) and takes 45 minutes. Parking is available at the hotel and costs RMB8 (US\$1.30) per hour or RMB64 (US\$10 /€7) per day.</p>	
Timetable	<p>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 room will have to be cleared at 8pm</p>	
Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p><u>The venue will only accept deliveries from 5 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 Grad School Tour– 10 November 2011 (Institution Name) c/o Ms. Nancy Wong The Garden Hotel, Guangzhou 368 Huan Shi Dong Lu Guangzhou 510064 P.R of China</p> <p>Tel: +86 20 8333-8989 ext.3783 Fax: + 86 20 83877543/83324534 Email: huangbc@thegardenhotel.com.cn</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>	
Hotel	<p>The Garden Hotel offers special rates to the QS World Grad School Tour from RMB980 (US\$152 /€107) including breakfast. <u>This rate is only valid for bookings made before 28 October 2011.</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>	
Visa	<p>We are not able to provide invitation letters for Business visa applications. We suggest that you apply for a tourist visa. Please contact your local embassy or visa service for further information.</p>	

QS WORLD Grad School Tour on November 9-11, 2011 Block Code: QSWA91111

Please completing this form and returning it before October 28, 2011 by fax or email to:
Sales & Marketing Department – Ms. Nancy Wong at
Fax 86 20 83877543 or Email to huangbc@thegardenhotel.com.cn Tel: 86 20 83338989-3783

Surname _____ Mr. / Ms. / Mrs. _____
姓名 _____ Circle one/请选择 _____ Last/姓 _____ First/名 _____
Nationality _____ Title _____ Company _____
国际 _____ 职务 _____ 公司名称 _____
Telephone _____ Facsimile _____ Email: _____
电话 Country code/Area code/Telephone no. 传真 Country code/Area code/Telephone no. 邮箱

Arrival Date _____ Departure Date _____
入住日期 _____ 退房日期 _____

TYPE OF ROOM / 房间类型

Room Rate / 房价

[] Elite Room / 精英房 (32 Sq meters) [] RMB980net (1ABF) [] RMB1080net (2ABF)
[] Deluxe Room/ 豪华房(64 Sq meters) [] RMB1380net (1ABF) [] RMB1480net(2ABF)

Special requests [] Single [] Twin [] Smoking room [] Non-smoking room
特殊要求 大床 双床 吸烟房 非吸烟房

*Please note that reservations are subject to availability.

客人的订房要求需根据酒店当日入住情况

*Check-in time is 15:00 & Check-out time is 14:00 noon.

酒店入住时间为下午 3 点, 退房时间为中午 2 点。

*American Buffet Breakfast=ABF

TRAVEL INFORMATION

Arrival Flight _____ Departure Flight _____
到达航班号 Airline / Flight # /Arrival Time 离开航班号 Airline / Flight # /Arrival Time
航班号/ 到达时间 航班号/ 起飞时间

[] Limousine pick up/see of at RMB 400 per car per transfer between Baiyun International Airport and Hotel
酒店与白云国际机场之间小车接送服务单程为人民币 400 元。

[] Guest own arrangement
客人自行安排。

Note : Transfer may only be confirmed with flight details. Please advise the card details to guarantee the limousine service.

Penalty charges will be applied if any adjustment or cancellation made less than 4 hours prior the scheduled arrival time.

备注: 请提供信用卡资料作为小车接送服务的担保。任何少于提前 4 小时的更改或取消将会收取一程的车费。

I will guarantee my reservation with 我将使用信用卡担保订房

Please be advised that reservations may only be guaranteed and confirmed with the following information provided. Once subjected booking guaranteed, one night room charge will be incurred if cancel on or after October 28, 2011 on arrival date or no-show. Non-guaranteed booking will be held till 6:00pm on October 28, 2011.

请提供有效的信用卡资料作为阁下订房担保, 凡所担保之房间如在 2011 年 10 月 28 日或以后取消订房或空订, 本店将收取壹晚的房费金额作为补偿。未提供担保之订房, 房间只保留到 2011 年 10 月 28 日晚上 6 时。

[] VISA [] Master Card 万事达卡 [] American Express 美国运通卡 [] Diners Club 大来卡 [] JCB

Credit Card Number _____ Expiry Date _____
信用卡号码 有效日期
Signature _____ Date _____
签名 日期

HOTEL USE ONLY 酒店填写

Booking is [] Confirmed [] Not Confirmed
订房 已确认 未确认

Remarks _____
备注 _____

Beijing
Saturday 12 November

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

Venue	<p>The Peninsula Beijing 8 Goldfish Lane, Wangfujing Dongcheng District Beijing 10006 China</p> <p>Tel: +86 10 85162888 Fax: +86 10 65106311 www.peninsula.com</p> <p>中华人民共和国 北京市东城区 王府井金鱼胡同 8 号 王府半岛酒店 邮编 100006</p>
Access	<p>The closest subway stations is Deng Shi Kou (Subway Line 5) and is about 5 minutes from the hotel. Dong Dan Subway (Subway line 1) is about 10 minutes from the hotel.</p> <p>An Airport pick up can be arranged through the hotel for RMB700 (US\$108 /€76) and takes about 45 minutes.</p> <p>A Taxi from the airport takes about 45 minutes and cost RMB100 (US\$15 /€11)</p> <p>There is parking located near the hotel at B3 and costs RMB6 per hour.</p>
Timetable	<p>Set-up: Exhibitor access from 12pm</p> <p>Fair Open to public: 1pm Pre-Fair Seminar for candidates 2pm – 5pm QS World Grad School Tour Fair & Seminars</p> <p>Breakdown: The room will have to be cleared at 5pm</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 8 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 Grad School Tour – 12 November 2011 (Institution Name) c/o Celina Liang & (Name of Institution rep attending the event) The Peninsula Beijing 8 Goldfish Lane, Wangfujing Beijing 100006 China</p> <p>Contact: Celina Liang Tel: +86 10 85162888 ext 6694 Fax: +86 10 65106309 Email: celinaliang@peninsula.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Peninsula Hotel offers special rates to the QS World Grad School Tour from RMB1,400 (US\$217/ €153) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 6 October 2011.</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>
Visa	<p>We are not able to provide invitation letters for Business visa applications. We suggest that you apply for a tourist visa. Please contact your local embassy or visa service for further information.</p>

QS World Grad School Tour November 11-13, 2011

**One Form is Required for Each Reservation
Please Return Form before October 6, 2011**

Attention: Ms. Jane Liu – Reservation Department

T: 86 10 8516 2888 F: 86 10 6510 6304

Email: ReservationPBJ@peninsula.com

Janeliu@peninsula.com

Special Accommodation Rates:

ρ Deluxe room at RMB1400.00 per room per night. ρ King Bed ρ Twin Bed

- Room rate is subject to 15% surcharge.
- Room rate is inclusive of 2 daily breakfasts at JING Restaurant.
- After October 6, 2011, the room rate will be different and room is subject to availability.

GUEST'S RESERVATION DETAILS

PLEASE PRINT IN CAPITAL LETTERS

Guest's Name		
	FIRST NAME	MID.NAME	LAST NAME
Accompanying		
If applicable	FIRST NAME	MID.NAME	LAST NAME
Special Request		
Company Name		
Address		
Telephone		Facsimile
Arrival Date		Flight / Time
Departure Date		Flight / Time
E-Mail		
Credit Card #		Exp.
Airport Transfer	ρ No ρ Yes, chargeable for hotel limo at RMB700.00 each way (Apt-Htl or Htl-Apt)		
	ρ No ρ Yes, chargeable for hotel limo at RMB1400.00 round trip (Apt-Htl and Htl-Apt)		

- **Booking will not be accepted without valid credit card number.**
- **Please provide expiration date.**
- If you cancel your reservation up to 7 days before arrival, no cancellation charges.
- In the event of a no-show or cancellation less than 7 days, the entire stay will be charged.

Address: 8 Goldfish Lane, Wangfujing, Beijing 100006, The People's Republic of China

Tel: (8610) 85162888

Fax: (8610)65106311

E-mail: pbj@peninsula.com

Website: peninsula.com

5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Ramada Plaza Optics Valley Hotel No. 726 Luoyu Road Wuchang, Wuhan, Hubei, 430074 China</p> <p>Tel: +86 27 87806888 Fax: +86 27 87806868 Web: www.ramadaplaza-ovwh.com</p> <p>武汉华美达光谷大酒店 湖北省武汉市武昌区珞瑜路726号</p>
Access	<p>A taxi from the airport costs RMB 160 (US\$24 /€17) journey time 1 hour. There is parking on site and is free for guests staying at the hotel.</p>
Timetable	<p>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 room will have to be cleared at 8pm</p>
<p>Deliveries If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number</p>	<p>The venue will only accept deliveries from 10 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 Grad School Tour – 14 November 2011 (Institution Name) ATT: Lydia Yu Ramada Plaza Optics Valley Hotel No. 726 Luoyu Road Wuchang, Wuhan, Hubei, 430074 China</p> <p>Ms. Lydia Yu Tel: +86 27 8780 6888 ext. 6890 Fax: +86 27 8746 3306 Email: lydia.yu@ramadaplaza-ovwh.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Ramada Plaza Optics Valley Hotel offers special rates to the QS World Grad School Tour from RMB730 (US\$113 /€81) including breakfast. <u>This rate is only valid for bookings made before 14 October 2011.</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>
Visa	<p>We are unable to provide invitation letters for Business visa applications; we suggest that you apply for a tourist visa. Please contact your local embassy or visa service for further information.</p>

Phone: +86 (0)27 8780 6888

Fax: +86 (0)27 8746 4766

Email: www.radamaplaza-ovwh.com

www.ramadainternational.com

To

Ramada Plaza Optics Valley Hotel, Wuhan, Wuchang

No.726 Luoyu Road

Wuchang Wuhan China

Hotel Room Reservation

Please book by 14 October 2011!!!

Room reservation under the group name **“QS World Grad School Tour ”**

Surname, First name: _____

Address: _____

Telephone/Fax: _____

Email: _____

Please book the following:

_____ **Deluxe room at RMB 730**

___Smoking ___Non smoking

Wyndham Rewards Number (if available): _____

Arrival at: _____ **Time:** _____ **Departure at:** _____

To hold your reservation we require a credit card number. It does not need to be the same as your method of payment.

Credit card number/ Valid through: _____

Owner of the credit card: _____

Date, Signature: _____

The contractual reservation at the above quoted rate commits you to the room even if No Show. In case of No Show a charge of 100% of the above quoted rate for the first night will apply.

Confirmation from the hotel: _____

5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Sheraton Nanjing Kingsley Hotel & Towers 169 Hanzhong Road Nanjing 210029 China</p> <p>Tel: +86 25 8666 8888 Fax: +86 25 8665 6132 Web: www.sheraton.com/nanjing</p> <p>南京金丝利喜来登酒店 汉中路 169 号 南京, 江苏省 210029 中国</p>
Access	<p>The nearest stations to the hotel are Nanjing Station and Xin jie Kou Station. A taxi from these stations to the hotel should cost around RMB22 (US\$3/ €2.50), journey time 20 minutes. A taxi from the airport should cost RMB150 (US\$22/ €17) per way, journey time 40 minutes. There is parking on site and is free for guests staying at the hotel.</p>
Timetable	<p>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 room will have to be cleared at 8pm</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 9 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 Grad School Tour – 16 November 2011 (Institution Name) ATT: Ms. Sunny SUN Sheraton Nanjing Kingsley Hotel & Towers 169 Hanzhong Road Nanjing 210029</p> <p>Tel: +86 25 8666 8888 ext 7109 Fax: +86 25 8665 6132 Email: sunny.sunlei@sheraton.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Sheraton Nanjing Kingsley Hotel offers special rates to the QS World Grad School Tour from RMB760 (US\$112/ €84) including breakfast. <u>This rate is only valid for bookings made before 16 October 2011.</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>
Visa	<p>We are unable to provide invitation letters for Business visa applications; we suggest that you apply for a tourist visa. Please contact your local embassy or visa service for further information.</p>

Sheraton Nanjing Kingsley Hotel & Towers
169 Hanzhong Road
Nanjing 210029, China
Tel: (86 25) 8666 8888
Fax: (86 25) 8650 4293
Email: reservation.nanjing@sheraton.com

Group Name: QS World Grad School Tour
Booking Number:

Reservation must be made by: 16 October 2011

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

☐ DELUXE ROOM – RMB 760 including breakfast

Please mark your special requests:

- | | |
|--|---|
| <input type="checkbox"/> Smoking Room | <input type="checkbox"/> Non-Smoking Room |
| <input type="checkbox"/> King size bed | <input type="checkbox"/> Twin Room |

Special requests: _____

A guest room will be held for late arrival, if guaranteed. Check-in time is 14:00 pm. Check-out time is 12:00pm.
In the event of non-arrival we will charge for one room night.

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

Venue	<p>Sheraton Shanghai Hongkou Hotel No 59 Siping Road Shanghai 200080 China</p> <p>Tel: +86 21 2601 0088 Fax: +86 21 2601 0368 www.sheraton.com/shanghaihongkou</p> <p>上海虹口三至喜来登酒店 中国上海虹口区四平路59号, 邮编 200086</p>
Access	<p>Metro Line 4/10 is 5 minutes walk from the hotel. Shanghai Train Station is 15 minutes from the hotel and would cost RMB20 (US\$3 /€2) by taxi. An airport pick-up can be arranged through the hotel. -Pudong airport is about 45 minutes from the hotel and will cost about RMB580 (US\$90 /€63). -Hongqiao airport is about 35 minutes from the hotel and will cost about RMB400 (US\$62 /€44). A taxi from Pudong airport will take about 45 minutes and cost about RMB180 (US\$28 /€20). A taxi from Hongqiao will take about 35 minutes and cost about RMB 90 (US\$14 /€10). There is free parking available at the hotel.</p>
Timetable	<p>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 room will have to be cleared at 5pm</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 14 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 Grad School Tour – 19 November 2011 (Institution Name) c/o Honder Shen Sheraton Shanghai Hongkou Hotel No 59 Siping Road Shanghai 200080 China</p> <p>Contact: Honder Shen Tel: +86 21 2601 0309 Email: Honder.shen2@sheraton.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Sheraton Hotel offers special rates to the QS World Grad School Tour from RMB1,000 (US\$155/ €109) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 19 October 2011.</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>
Visa	<p>We are not able to provide invitation letters for Business visa applications. We suggest that you apply for a tourist visa. Please contact your local embassy or visa service for further information.</p>

Nov.18-20, QS WORLD GRAD SCHOOL TOUR Reservation Form

Booking deadline: 19 October

*Guest Name: _____

*Company Name: _____ Position: _____

Accommodation

Arrival Date: _____ Departure Date: _____

Room Number: _____ Pax Number: _____

Room Type:

- ☐ Deluxe King Room RMB1, 000+15% Service Charge
- ☐ Premier Room RMB1, 150+15% Service Charge
- ☐ Executive Club Room RMB1, 350+15% Service Charge
- ☐ Executive Club Bund View Room RMB1, 450+15% Service Charge
- ☐ Executive Suite Room RMB1, 750+15% Service Charge

Bed Type: ☐ King-Size Bed ☐ Twin-Size Bed

Preferences: ☐ Smoking ☐ Non-Smoking

Benefits:

- ✧ Inclusive of 1 buffet breakfast (Each additional breakfast charge RMB100+15%)
- ✧ Sweet Sleeper Bed
- ✧ Complimentary Mineral Water
- ✧ Complimentary use of coffee & tea making facilities in the room
- ✧ Complimentary use of the hotel's pools, gym, sauna, jacuzzi etc.

Remarks: _____

Credit Card Holder: _____

Credit Card Number: _____

Expiry Date: _____

Signature: _____

Date: _____

Tokyo
Monday 21 November



5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Keio Plaza Hotel 2-2-1 Nishi-Shinjuku, Shinjuku-ku Tokyo, 160-8330 Japan</p> <p>Tel: +81-3-3344-0111 Fax: +81-3-3345-8269 http://www.keioplaza.com/index.html</p> <p>京王プラザホテル 東京都新宿区西新宿 2-2-1 160-8330</p>
Access	<p>Shinjuku station is located 5 minutes walk from the hotel. Airport Limousine Bus from Narita Airport takes 2 hours and costs Y3,000 (US\$38 /€27) – see hotel website for details: http://www.keioplaza.com/map/index.html An Airport taxi costs Y25,000 (US\$315 /€223). Journey time is 1h 30 minutes. Parking is available at the hotel and costs Y400 (US\$5 /€4) per 30 minutes.</p>
Timetable	<p>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 room will have to be cleared at 8pm</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 18 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 Grad School Tour 21 November 2011 – HANA Room (Institution Name) Keio Plaza Hotel Tokyo 2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-8330 Japan</p> <p>Tel: +81-3-3344-0111 k-akiyama@keioplaza.co.jp</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>Keio Plaza Hotel offers special rates to the QS World Grad School Tour from Y18,000 (US\$227 /€161) including breakfast. <u>This rate is only valid for bookings made before 21 October 2011.</u></p> <p>To ensure this price please click on the below link and use the following access details: Account Name and Password: qstyo2011 Reservation Link: https://secure.reservation.jp/keioplazahotel/stay_pc/rsv/cp_lgn.aspx?hi_id=1&lang=en-US&cp=2</p>
Visa	<p>We are not able to provide invitation letters for Business visa applications. We suggest that you apply for a tourist visa. Please contact your local embassy or visa service for further information.</p>

5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)

Venue	<p>Seoul National University Hoam Faculty House (HFH) 239-1 Nakseongdae Dong, Gwanak Gu Seoul 151-057 South Korea</p> <p>Tel: +82-2-871-4053 Fax: +82-2-871-4056 http://www.hoam.ac.kr/english/</p> <p>호암 교수 회관 (호암 컨벤션 센터) 서울시 관악구 낙성대 동 157-057</p>
Access	<p>Please refer to the last page for airport shuttle bus information. A Black taxi from the airport to Seoul National University, Hoam Faculty House (HFH) will cost KW100,000 (US\$94 /€66) and will take about 1 hour and 30 minutes. A Normal taxi from the airport to Seoul National University, Hoam Faculty House (HFH) will cost KW 70,000 (US\$66 /€47) and will take about 1 hour and 30 minutes. There is free parking at the venue.</p>
Timetable	<p>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 room will have to be cleared at 8pm</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 18 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 Grad School Tour – 23 November 2011 (Institution Name) Seoul National University Hoam Faculty House (HFH) 239-1 Nakseongdae Dong, Gwanak Gu Seoul 151-057 South Korea</p> <p>Yun Kyung LEE (Career Development Center) Tel: +82-2-880-1354 Fax: +82-2-877-0722 Email: gtp@snu.ac.kr</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>Hoam Faculty House (HFH) offers special rates from KW85,000 (US\$80 /€57). <u>Rooms are limited so please book as early as possible.</u></p> <p>To ensure this price please quote QS World Grad School Tour and use the attached hotel reservation form to book.</p>
Visa	<p>Visa requirements for Korea vary depending on nationality. Please contact your local embassy or visa service for further information.</p>

SEOUL, 23 NOVEMBER 2011

Please send your reservation form to Miss YK Lee from Seoul National University

By 28, Oct

Email: gtp@snu.ac.kr; Tel: +82-2-880-1354; Fax: +82-2-877-0722

Title: _____

Name: _____

Company: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Submission Date _____

Rooms are available on a 'first come first serve basis'.
You will be offered an alternative if your room choice is not available.

Room type	Room rate	Check in Nov 22 Check out Nov 24	Check in Nov 22 Check out Nov 23
Deluxe Twin (14 rooms available)	120,000		
Deluxe Double (7 rooms available)	120,000		
Standard (5 rooms available)	85,000		

Rates DO NOT include 10% taxes and breakfast

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

Seoul Transport Information from Incheon Airport

There is an airport shuttle that departs from **Incheon Airport Gate 6 B** and goes to Hoam Faculty House (HFH).
The cost is KW 15,000 (US\$15 /€10) and takes about 1 hour 30 minutes.

Please see below for timetable.

- 1st column: HFH -> Incheon Airport, operating Monday to Saturday.
- 2nd column: Incheon Airport -> HFH, operating Monday to Saturday.
- 3rd column: HFH -> Incheon Airport, operating on Holiday (Sunday)
- 4th column: Incheon Airport -> HFH, operating on Holiday (Sunday)

<div> <div>"6017" Airport bus Timetable</div> <div>공항버스 (6017번) 이용안내</div> <div></div> </div>			
<div> <div>평일</div> <div>Operating Monday to Saturday Time Schedule</div> </div>		<div> <div>일요일 · 국경일</div> <div>Sunday(Holiday) Time Schedule</div> </div>	
호암교수회관 출발시간	인천공항 출발시간	호암교수회관 출발시간	인천공항 출발시간
05:00	06:05	05:00	06:10
05:40	07:02	05:40	07:10
06:20	08:00	06:20	08:05
07:00	09:00	07:00	09:00
08:00	09:55	08:00	09:54
09:00	10:45	09:00	10:40
09:50	11:35	09:50	11:30
10:40	12:17	10:40	12:20
11:30	13:08	11:30	13:10
12:20	13:56	12:20	14:00
13:10	14:45	13:10	14:50
14:00	15:38	14:00	15:38
14:50	16:23	14:50	16:30
15:40	17:10	15:40	17:15
16:30	17:55	16:30	18:00
17:20	18:44	17:20	18:50
18:10	19:40	18:10	19:40
19:00	20:35	19:00	20:35
19:50	21:30	19:50	21:37
20:40	22:35	20:40	22:35