



QS World Grad School Tour Exhibitor Information – Asia

Tokyo Tuesday 30 October 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Sheraton Miyako Hotel 1-1-50, Shirokanedai Minato-ku, Tokyo 108-8640, Japan	シェラトン都ホテル東京 〒108-8640 東京都港区白金台 1-1-50
Seoul Thursday 1 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Imperial Palace Seoul 640 Eonju-ro (248-7, Nonhyun-dong) Gangnam-gu Seoul 135-010 South Korea	임피리얼 팰리스 호텔 (구) 호텔 아미가 서울특별시 강남구 언주로 640 (논현동 248-7) 우편번호 135-010
Shanghai Saturday 3 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
Nanjing Monday 5 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Sheraton Nanjing Kingsley Hotel & Towers 169 Hanzhong Road Nanjing 210029 China	南京金丝利喜来登酒店 汉中路 169 号 南京, 江苏省 210029 中国
Wuhan Wednesday 7 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
Beijing Saturday 10 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
Guangzhou Monday 12 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	The 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

Wednesday 14 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Kuala Lumpur	Intercontinental Kuala Lumpur 165 Jalan Ampang Kuala Lumpur 50450 Malaysia
Friday 16 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Bangkok	Four Seasons Hotel 155 Rajadamri Road Bangkok 10330 Thailand
Sunday 18 November 2pm – 5pm (1pm: 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
Tuesday 20 November 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	Manila	The Peninsula, Manila Corner of Ayala and Makati Avenues, 1226 Makati City, Metro Manila Philippines

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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Seoul	Thursday 1 November	page 10 & 11
Shanghai	Saturday 3 November	page 12 & 13
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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	Yang He	yang@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

Tokyo
Tuesday 30 October



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

Venue	<p>Sheraton Miyako Hotel 1-1-50,Shirokanedai Minato-ku, Tokyo108-8640, Japan</p> <p>Tel: +81-3-3447-3111 Fax: +81-3-3447-6403 www.miyakohotels.ne.jp/tokyo/</p> <p>シェラトン都ホテル東京 〒108－8640 東京都港区白金台 1 － 1 － 5 0</p>
Access	<p>Shiroganedai Metro Station (on the Nanboku Line and Mita Line) is a 5 minute walk to the hotel. Tokyo Meguro Station is a 5 minute taxi ride to the hotel. Airport Limousine Bus from Narita Airport takes 2 hours and costs Y3,000 (US\$38 / €31) Airport Limousine Bus from Haneda Airport takes 1 hour and costs Y800 (US\$10 / €8) For more information on transport: http://www.miyakohotels.ne.jp/tokyo/english/access/index.html/ A taxi from Narita Airport costsY24,000 (US\$307 / €250). Journey time is 1h 30 minutes. A taxi from Haneda Airport costsY7,000 (US\$90 / €73). Journey time is 40 minutes. 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 29 October 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour – 30 October 2012 (Institution Name) Sheraton Miyako Hotel Tokyo Saga East Room 1-1-50 Shirokanedai, Minato-ku Tokyo 108-8640 Japan</p> <p>Contact: Yukina Sato / Banquet Sales Manager Tel: + 81-3-3447-4360 Fax: + 81-3-3447-6403 y-sato@tokyo.miyakohotels.ne.jp</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>Sheraton Miyako Hotel offers special rates to the QS World Grad School Tour from Y20,000 (US\$256 /€208) including breakfast. <u>This rate is only valid for bookings made before 15 October 2012.</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>



Sheraton Miyako Hotel Tokyo
1-1-50,Shirokanedai Minato-ku,
Tokyo108-8640, Japan
Website: <http://www.miyakohotels.ne.jp/tokyo>

Tel: +81-3-3447-3111
Fax: + 81-3-3447-6403
Email : y-sato@tokyo.miyakohotels.ne.jp

Sheraton Miyako Hotel Tokyo Bedroom booking form
(QS World MBA Tour & QS World Grad School Tour October 2012)

Please send your reservation form to the hotel by 15th Oct. 2012. To obtain special rates.

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

Please mark your preferred room category:

- ☐ Standard Room JPY 20,000 (one person occupancy/per room per night)
☐ Standard Room JPY 25,000 (two persons occupancy/per room per night)
☐ Superior Room JPY 23,000 (one person occupancy/per room per night)
☐ Superior Room JPY 28,000 (two persons occupancy/per room per night)
☐ Deluxe Room JPY 27,000 (one person occupancy/per room per night)
☐ Deluxe Room JPY 32,000 (two persons occupancy/per room per night)

*above room rates include breakfast, service and tax charges.

Please mark your special requests:

- ☐ Smoking Room ☐ Non Smoking Room
☐ One Bed Room ☐ Twin Room

Special requests: _____

Reservation confirmed: _____ (date) _____

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

Seoul
Thursday 1 November



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

Venue	<p>Imperial Palace Seoul 640 Eonju-ro (248-7, Nonhyun-dong) Gangnam-gu Seoul 135-010 South Korea</p> <p>Tel: +82-2-3440-8015 Fax: +82-2-3440-8030 www.imperialpalace.co.kr</p> <p>임피리얼 팰리스 호텔 (구) 호텔 아미가 서울특별시 강남구 언주로 640 (논현동 248-7) 우편번호 135-010</p>
Access	<p>Hakdong Station (Line 7) is located 500m from the hotel. KAL airport limousine bus runs every 30 minutes from Incheon airport to the hotel and takes about 1 hour. The cost is KRW 15,000 (US\$13 / €11). A taxi from the airport to the hotel takes 1 hour and costs KRW 80,000 (US\$70 / €58) 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 30 October 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour – 1 November 2012 (Institution Name) Imperial Palace Seoul 640 Eonju-ro (248-7, Nonhyun-dong) Gangnam-gu Seoul 135-010 South Korea</p> <p>Contact for deliveries Tel: +82-2-3440-8074 Fax: +82-2-3440-8070 Email: Jina0704@iphotel.co.kr</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>Imperial Palace Hotel offers special rates to QS World Grad School Tour from KRW 200,000 (US\$177 / €144). <u>This rate is only valid for bookings made before 30 September 2012.</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>

HOTEL RESERVATION FORM

Special rate for participants of
QS Events

Imperial Palace Hotel, Seoul, Korea, October 31 to November 2 2012

- ◆ Please complete this form and send it **by e-mail** to reservation center **by September 30, 2012.**
Imperial Palace Reservation : Tel. 82-2-3440-8010
E-mail. rsvn@iphotel.co.kr

Last Name(Mr./Ms.):	First Name:
Company Name:	
Address:	
Phone No.:	Fax No.:
Email:	Sharing Room with:
Arrival Date:	Flight No./ Time:
Departure Date:	Flight No./ Time:

- ◆ Please circle your choice of accommodations:

Hotel	Room Type	Single Occupancy	Breakfast
Imperial Palace	Superior Room (30SQM)	<input type="checkbox"/> KRW200,000	Yes / No

* The above special rates are subject to 21% service charge & tax.

* Breakfast charge is KRW22,000++ (subject to 21% service charge & tax.)

- ◆ A credit card number is required to guarantee your reservation.

Card: <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Master <input type="checkbox"/> Visa <input type="checkbox"/> JCB	4 digit # for AMEX: _ _ _ _
Card Number:	Expiry Date:

* One night room payment inclusive of tax and service charge in case of no-show or late cancellation made 7 days prior to check-in.

* Check-in time - 2:00 pm, Check-out time - 12:00 noon.

- ◆ Please indicate special requests and comments;

Date: _____

Signature: _____

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 RMB25 (US\$4 / €3) 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 RMB650 (US\$102 / €83). -Hongqiao airport is about 35 minutes from the hotel and will cost about RMB480 (US\$75 / €61). A taxi from Pudong airport will take about 45 minutes and cost about RMB180 (US\$28 / €23). A taxi from Hongqiao will take about 35 minutes and cost about RMB100 (US\$16 / €13). There is 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 29 October 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour – 3 November 2012 (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\$157 / €128) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 3 October 2012.</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.2-4, QS WORLD GRAD SCHOOL TOUR Reservation Form

*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: _____

Date: _____

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 / €3), journey time 20 minutes. A taxi from the airport should cost RMB150 (US\$24 / €19) 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><u>The venue will only accept deliveries from 29 October 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour – 5 November 2012 (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\$119 / €97) including breakfast. <u>This rate is only valid for bookings made before 5 October 2012.</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: 5 October 2012

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.

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\$25 / €20) 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 31 October 2012 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour – 7 November 2012 (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 RMB 818 (US\$128 / €105) including breakfast. <u>This rate is only valid for bookings made before 7 October 2012.</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 7 October 2012!!!

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 818**

____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: _____

Beijing
Saturday 10 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. An Airport pick up can be arranged through the hotel for RMB700 (US\$110 / €90) and takes about 45 minutes. A Taxi from the airport takes about 45 minutes and cost RMB100 (US\$16 / €13) There is parking located near the hotel at B3 and costs RMB6 per 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 8 November 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour – 10 November 2012 (Institution Name) & (Name of Institution rep attending the event) c/o Celina Liang 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 RMB1,200 (US\$188 / €153) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 9 October 2012.</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>

THE PENINSULA

BEIJING

王府半岛酒店

Please return this form no later than

Tuesday, 9 October 2012

Ms Jane Liu— Reservation Department

The Peninsula Beijing

8 Goldfish Lane, Wangfujing, Beijing 100006

The People's Republic of China

Tele: +86 10 8516 2888

Fax: +86 10 6510 6304

E-mail: Janeliu@peninsula.com

QS World Grad School Tour

9-11 November 2012

RESERVATION FORM (One Form is required for Each Reservation)

(PLEASE PRINT IN CAPITAL LETTERS)

RESERVATION DETAILS

Check-in Date:	_____	Arrival Flight:	_____	ETA:	_____
Check-out Date:	_____	Departure Flight:	_____	ETD:	_____
Last Name:	_____	First Name:	_____		
Company:	_____	Title:	_____		
Booking Contact	_____	Phone:	_____		
Fax:	_____	Email:	_____		

<u>Room Type</u>	<u>Group Rate</u>	<u>Number of Rooms</u>	<u>Number of</u> <u>Adults / Children</u>	<u>Preference</u>
Deluxe Room	RMB1,200	_____	/	<input type="checkbox"/> King Bed <input type="checkbox"/> Twin Bed
Grand Deluxe Room	RMB1,400	_____	/	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking

Remarks:

- The rate quoted is subject to 15% surcharged on a per room per night basis.
- Reservations will be subject to availability after 9 October 2012
- Room rates include daily buffet breakfast at Jing Restaurant. Maximum of two
- Types of bed are subject to availability.

TRANSPORTATION

Limousine Transfer Required:	Hotel limousine can be arranged at RMB700 per car per way	<input type="checkbox"/> Arrival	<input type="checkbox"/> Departure
	Meet and Greet services at Aerogate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Minimum of 48 hours' notice prior to arrival is required.		
Cancellation Policy:	Notice given with less than 48 hours' notice will result a 100% cancellation fee.		

RESERVATION GUARANTEE

A credit card guarantee is required at the point of reservation

Guest Name:	_____
Guaranteed by:	Credit Card: <input type="checkbox"/> AMEX / <input type="checkbox"/> Diners / <input type="checkbox"/> JCB / <input type="checkbox"/> Master Card / <input type="checkbox"/> Visa
Card Holder's Name:	Signature: _____
Credit Card Number:	Expiry Date: _____

CANCELLATION

Any non-guaranteed reservations will be released automatically without prior notice by **Tuesday, 9 October 2012**.

No charges will apply for cancellations made before **Friday, 5 October 2012**.

Any cancellation received after Saturday, 6 October 2012, will result in 100% payment of the entire stay. This fee will automatically be charged to the credit card provided as a guarantee.

TERMS AND CONDITIONS

- To enjoy this room block, this form must reach the hotel by **Tuesday, 9 October 2012**. Reservations received thereafter will be subject to availability and prevailing rates.
- Check-in time is after 3:00pm. Check-out time is 12:00 noon. Late check-out can be arranged until 6:00pm at 50% of the rate quoted. Check-out after 6:00pm is subject to a one-night accommodation charge. All late check-out requests are subject to availability.
- Any no-show or early check-out will incur a charge for the whole duration reserved as the cancellation fee. This fee will automatically be charged to the credit card provided as a guarantee.
- By providing the above mentioned credit card details, the cardholder agrees to abide by the reservation guarantee policy.

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 / €4) and takes around 15 minutes. A taxi from the airport to the hotel is RMB150 (US\$23 / €19) and takes 45 minutes. Parking is available at the hotel and costs RMB8 (US\$1.30) per hour or RMB64 (US\$10 / €8) 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 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour– 12 November 2012 (Institution Name) c/o Ms. Carmen Kok The Garden Hotel, Guangzhou 368 Huan Shi Dong Lu Guangzhou 510064 P.R of China</p> <p>Contact: Carmen Kok Tel: +86 20 8333-8989 ext.3228 Fax: + 86 20 83877543/83324534 Email: guojw@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\$154 / €125) including breakfast. <u>This rate is only valid for bookings made before 12 October 2012.</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 11-13, 2012 Block Code: QSWA91111

Please completing this form and returning it before October 12, 2012 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 姓名	Mr. / Ms. / Mrs. Circle one/请选择	Last/姓	First/名
Nationality 国际	Title 职务	Company 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 入住日期	Departure Date 退房日期
----------------------	------------------------

TYPE OF ROOM / 房间类型

Room Rate / 房价)

- | | | |
|--|--|--|
| <input type="checkbox"/> Elite Room / 精英房 (32 Sq meters) | <input type="checkbox"/> RMB980net (1ABF) | <input type="checkbox"/> RMB1080net (2ABF) |
| <input type="checkbox"/> Deluxe Room/ 豪华房 (64 Sq meters) | <input type="checkbox"/> RMB1380net (1ABF) | <input type="checkbox"/> 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 到达航班号	Airline / Flight # /Arrival Time 航班号/ 到达时间	Departure Flight 离开航班号	Airline / Flight # /Arrival Time 航班号/ 起飞时间
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- ☐ 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 12, 2012.

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 2012 年 10 月 12 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 2012 年 10 月 12 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 信用卡号码	Expiry Date 有效日期
Signature 签名	Date 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

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

Venue	<p>Intercontinental Kuala Lumpur 165 Jalan Ampang Kuala Lumpur 50450 Malaysia</p> <p>Tel : +60 3 2161 1111 Fax : +60 3 2161 1122 http://www.intercontinental-kl.com.my/</p>
Access	<p>The closest station to the hotel is Ampang Park (Putra Line) which is a 2 minute walk from the hotel. The cost of taxi from the airport is RM90 (US\$29 / €23) and takes 50 minutes. Parking is available under the hotel at a flat rate of MYR 10.00 (US\$3 / €2.60) from 0800hrs – 1800 hrs.</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 7 November 2012 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>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 2012 (Institution Name) c/o Intercontinental Kuala Lumpur 165 Jalan Ampang Kuala Lumpur 50450 Malaysia</p> <p>Tel:: +60 3 2782 6341 Fax: +60 3 2710 8067</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
Hotel	<p>The Intercontinental offers special rates to the QS World Grad School Tour from RM420 (US\$135 / €110) per night plus tax, inclusive breakfast. <u>This rate is only valid for bookings made before 13 October 2012.</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>

QS World Grad School Tour 14 Nov 2012

HOTEL RESERVATION FORM

Please complete the below and send your reservation request to the Hotel directly either by fax or by email.

☐ **New Booking** ☐ **Amendment** ☐ **Cancellation**

GUEST'S INFORMATION

Guest Name _____ (Mr, Mrs, Ms, Dr, Prof.)
 _____ Last Name / Surname (First Name)
 Company Name _____
 Company Address _____
 Zip/City Code _____ Country _____
 Telephone No. _____ Email / Fax _____
 Passport No. _____ Date of Birth _____
 Nationality _____

ROOM REQUIREMENTS (Please select)

Room Type	Room Rates		Arrival Date	Arrival Flight / ETA	Departure Date	Departure Flight / ETD
	Single	Twin				
Deluxe Room (Inclusive of breakfast)	RM420++	RM470++				

- Rates are on per room per night basis and subject to 10% service charge & 6% government tax
- Rooms are subject to availability upon confirmation

AIRPORT TRANSFER (Please select)

☐ Yes - KLIA Airport to InterContinental Kuala Lumpur Hotel at RM320.00
 Nett per limousine per way
☐ Yes - InterContinental Kuala Lumpur Hotel to KLIA Airport at RM320.00
 Nett per limousine per way

*50% surcharge will be levied for service rendered between 12:00am to 06:00am

*The hotel requires at least 24 hours prior notification for any amendment or cancellation for limousine arrangement. Failing which a full limousine charges will be levied

*Flight details are required for limousine booking

SPECIAL REQUEST (Subject to availability)

☐ Smoking ☐ Non-Smoking Others: _____

PAYMENT DETAILS

Type of Credit Card ☐ AMEX ☐ VISA ☐ MASTER ☐ DINERS ☐ JCB

Credit Card No. _____ Expiry Date _____
 Name of Cardholder _____ Security Code _____
 Signature of Cardholder _____

Remarks:

*Please complete and forward this form to the hotel by / before 13 October 2012.

*Official check in time is 1400hrs and check out time is 1200hrs

*All confirmed reservations must be guaranteed with a valid credit card. No bookings will be accepted without credit card guaranteed

*Any cancellation notice given less than 3 days prior to arrival date or no-show on arrival date will be subjected to a cancellation penalty equivalent to a one night's total room charges

Bookers Information

Booker Name	_____	Company Name	_____	Contact Details	_____
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Please send your room booking request to the hotel directly:-

Reservation Department

Email: reservation@intercontinental-kl.com.my

Homepage: www.InterContinental-kl.com.my

InterContinental Kuala Lumpur

165 Jalan Ampang
 50450 Kuala Lumpur, Malaysia

Tel No.: +6 03-2782 6330 (Direct Line for Reservation Department)

Tel No.: +6 03-2161 1111 (Hunting Line)

Fax No.: +6 03-2164 4911 (Direct fax for Reservation Department)

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 2,600+ (US\$82 / €66) subject to 10% service fee. 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 12 November 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour – 16 November 2012 (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\$175 / €141) plus taxes. <u>This rate is only valid for bookings made before 16 October 2012.</u></p> <p>To ensure this price please click on the below link and enter the group code: CI1112QS 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>

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

Venue	<p>Sofitel Saigon Plaza 17 Le Duan Boulevard District 1 Ho Chi Minh City Vietnam</p> <p>Tel: +84 8 3824 1555 Fax: +84 3824 1666 www.sofitel.com</p>
Access	<p>The nearest bus station is Saigon Bus. The bus station is 500 meters from the hotel. The hotel provides an airport shuttle which costs US\$45 (€31) each way and takes 20 minutes. A taxi from the airport to the hotel is US\$10 (€7) and takes 20 minutes. Free parking is 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>The venue will only accept deliveries from 15 November 2012 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>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 – 18 November 2012 (Institution Name) Sofitel Saigon Plaza 17 Le Duan Boulevard, Ben Nghe Ward District I 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\$158 (€131) per night plus tax. <u>This rate is only valid for bookings made before 18 October 2012.</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-QS WORLD GRAD SCHOOL TOUR EVENT

Note: Reservation is guaranteed when receiving this booking form from now until 18 Oct , 2012. Booking after 18 Oct, 2012 will be subject to availability of rooms and rates.

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:	
<input type="checkbox"/> Single Superior room at Sofitel Saigon Plaza (Single occupancy) USD158++	
<input type="checkbox"/> Single Luxury Room at Sofitel Saigon Plaza (Single occupancy) USD178++	
<input type="checkbox"/> Single Luxury Club Sofitel Room at Sofitel Saigon Plaza (Single / Double occupancy) USD210++	
<i>The room price is quoted in US dollars per room per night for single occupancy, subject to 5% service charge and 10% VAT.</i>	
Preferences: <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/> King bed <input type="checkbox"/> 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: <input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> Mercedes Class E USD 50.00++ / way (max. 3 persons)
Airport drop-off: <input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> Mercedes Class E USD 50.00++ / 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 is required 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: h2077-re@sofitel.com
Fax: +84-8-38235511 (direct)



Manila
Tuesday 20 November



5pm – 8pm (4pm: 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 http://www.peninsula.com/Manila/en/default.aspx</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 PHP2,500 (US\$59 / €48) each way and takes 30 – 45 minutes. A taxi from the airport to the hotel will take 30 - 45 minutes and costs PHP350 (US\$8 / €7) 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 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 13 November 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>QS World Grad School Tour – 20 November 2012 (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\$206 / €167) per night plus tax. <u>This rate is only valid for bookings made before 19 October 2012.</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>

THE PENINSULA

M A N I L A

Room Reservation Form

BOOKING CONTACT : *Please fill in and fax return to the attention to Ms Joy Pammit, Business Development Manager
Tel : (63) 2 8123456 local 6616 / Fax : (63) 2 844 3301 / Email : joyepammit@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 19, 2012** 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 3,600 nett - ONE WAY)	
TRANSFER BY TOYOTA CAMRY : Not required ___ / Arrival ___ / Departure ___ / Round-trip ___ (*PHP 3,000 nett - ONE WAY)	
TRANSFER BY TOYOTA ALTIS : Not required ___ / Arrival ___ / Departure ___ / Round-trip ___ (*PHP 2,500 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/	
DELUXE ROOM (42 sq m / 448 sq ft) Room Description : http://www.peninsula.com/Peninsula_Hotels/en/default.aspx#/Manila/en/Accommodation/Deluxe_Room/	

CREDIT CARD HOLDER'S NAME:	
CREDIT CARD: AMEX / VISA / MASTER CARD / DINERS CLUB / JCB	
CREDIT CARD NUMBER:	EXPIRATION DATE:
CARD HOLDER'S SIGNATURE :	