



## QS World Grad School Tour Exhibitor Information – Europe

<b>Saturday 10 March</b> 2pm – 5pm (1pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>London</b>	<b>The Queen Elizabeth II Conference Centre</b> Broad Sanctuary Parliament Square London, SW1P 3EE UK
<b>Monday 12 March</b> 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Rome</b>	<b>Radisson SAS, Rome</b> Via Filippo Turati 171 00185 Rome Italy
<b>Wednesday 14 March</b> 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>St. Petersburg</b>	<b>Grand Hotel Europe</b> Mikhailovskaya street, 1/7 St. Petersburg 191186 Russia
<b>Thursday 15 March</b> 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Moscow</b>	<b>Radisson Slavyanskaya Hotel &amp; Business Center</b> Europe Square, 2 Moscow, 121059 Russia
<b>Monday 19 March</b> 5pm – 8pm (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Almaty</b>	<b>The Dostyk Hotel</b> 36, Kurmangazy str., Almaty, 050021 Republic of Kazakhstan

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 Europe.

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](mailto:wgstlogistics@qs.com)

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

## Fair information and hotel booking forms

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Rome	Monday 12 March	page 8 & 9
St. Petersburg	Wednesday 14 March	page 10 & 11
Moscow	Thursday 15 March	page 12 & 13
Almaty	Monday 19 March	page 14 & 15

## 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](mailto:wgstlogistics@qs.com)

## 2) INTERNET PROFILE:

With your booking you also qualify for a FREE profile on our website [www.topgradschool.com](http://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](mailto: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](mailto: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 check with your local doctor or travel clinic for advice on which inoculations will be required for each country you are visiting.
- Use hotel safes for your valuables and only take the absolutely necessary cash out with you.
- Use your credit card carefully.
- Where possible try not to arrive at night and only use official cabs or hotel airport transfers.

#### 5) FAIR DISPLAY REGULATIONS:

The Fairs are organised in a tabletop format and the only display stands/units we can allow are pull-up/roller-blind/penguin units. Dimensions are restricted to 1.5m wide x 2m high.

**There is no power supply to the tables.**

**Only one pull-up stand is allowed per table booking**

#### 6) ATTENDING THE FAIR:

**Please forward this pack to your team attending the fairs.**

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

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

Any problems or questions contact: [wgstlogistics@qs.com](mailto: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](mailto:exhibitions@ocsworldwide.co.uk)  
or Nigel Moyes  
**US:** Dave Rosenthal : [fairs@shipocs.com](mailto: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](mailto:fairs@shipocs.com) (for American participants) or [exhibitions@ocsworldwide.co.uk](mailto: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
UK, Italy	Simona Bizzozero	<a href="mailto:Simona@qs.com">Simona@qs.com</a>
Kazakhstan, Russia	Tatyana Maksimova	<a href="mailto:Tatyana@qs.com">Tatyana@qs.com</a>

## 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](mailto:wgstlogistics@qs.com)

**Barak Cerff** - Event Manager - +27 11 867 3466

**Claire Mileham** - Event Manager - +44 (0) 207 284 7289

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

<b>Venue</b>	<p><b>The Queen Elizabeth II Conference Centre</b> Broad Sanctuary, Parliament Square, London SW1P 3EE United Kingdom</p> <p>Tel: +44 20 7222 5000 Fax: +44 20 7798 4200 <a href="http://www.qeicc.co.uk">www.qeicc.co.uk</a></p>
<b>Access</b>	<p>Westminster tube station is five min. from QEIIICC. (District, Circle and Jubilee Line). Take Exit 6 to Parliament Square. The QEIIICC is directly opposite Westminster Abbey.</p> <p>Travelling from the airport: Heathrow Express £32 (US\$48 / €38) return every 15 mins, into Paddington Station (20 mins).</p> <p>District and Circle line from Paddington to Westminster (25 minutes). Gatwick Express £25 return (US\$37 / €30) every 15 minutes into Victoria Station (30 minutes). Take the District and Circle line from Victoria to Westminster station (4 minutes).</p> <p>There are Masterpark car parks within the area. Contact details 0800 243 348 / <a href="http://www.masterpark.org.uk">www.masterpark.org.uk</a></p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 12pm <b>Fair Open to public:</b> 1pm Pre-Fair Seminar for candidates 2pm – 5pm <b>QS World Grad School Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 5pm</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p><u>The venue will only accept deliveries from 5 March 2012 with custom duty cleared.</u> A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p><b>QS World Grad School Tour – 10 March 2012</b> <b>FAO: Louise Ganthony</b> <b>(Institution Name) - No. of Packages</b> <b>Storey's Gate Loading Bay</b> <b>The Queen Elizabeth II Conference Centre</b> <b>Westminster</b> <b>London SW1P 3EE</b> <b>UK</b></p> <p>Contact details: Louise Ganthony - Event Manager Tel: +44 (0)20 7798 4086 Email: <a href="mailto:louise.ganthony@qeicc.co.uk">louise.ganthony@qeicc.co.uk</a></p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The QEII does not have any accommodation.</p> <p>For information on hotels close to the QEII conference centre please click the link below <a href="http://www.corporateteam.com/eventsv2/evnt_home.aspx?evnt=7777">http://www.corporateteam.com/eventsv2/evnt_home.aspx?evnt=7777</a></p>

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

<b>Venue</b>	<p><b>Radisson SAS, Rome</b> Via Filippo Turati 171 00185 Rome Italy</p> <p>Tel: + 39 0644.484.863 Fax: +39 0644.484.397 <a href="http://www.rome.radissonsas.com">www.rome.radissonsas.com</a></p>
<b>Access</b>	<p>The hotel is adjacent to Termini Central Railway Station. Metro A Subway Station is 150m from the Hotel. The Hotel provides an Airport shuttle (limousine), at the cost of €65 (\$84) one way. Journey time is 1 hour. The cost of a taxi from the airport is €40 (\$51), the journey time is 1 hour. Outdoor and indoor parking ranges from €1.50 - €2.50 (\$1.95-\$3.25) The cost of onsite parking is €1.5 (\$2) per hour.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm <b>Fair Open to public:</b> 4pm Pre-Fair Seminar for candidates 5pm – 8pm <b>QS World Grad School Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 8pm</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p><u>The venue will only accept deliveries from 5 March 2012 with custom duty cleared.</u> A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p><b>QS World Grad School Tour – 12 March 2012</b> <b>ATT.Loredana Cester</b> <b>Radisson SAS Hotel Rome</b> <b>Via Filippo Turati 171</b> <b>00185, Rome</b> <b>Italy</b></p> <p>Contact name: Loredana Cester Tel: +39 06 444 847 68 Fax: +39 06 444 843 97 Email: <a href="mailto:Loredana.Cester@Radissonblu.com">Loredana.Cester@Radissonblu.com</a></p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Radisson SAS Roma</b> offers the <b>QS World Grad School Tour</b> a special rate starting at €150 (US\$ 196) per night (inclusive of tax and Buffet Breakfast). This rate is only valid for bookings made before <b>13th February 2012</b>.</p> <p>To ensure this price please quote <b>QS World Grad School Tour</b> and use the attached hotel reservation form to book.</p>



# Hotel Reservation Form



VIA FILIPPO TURATI 171

I-ROME, 00185

Tel: ++ 39 (06)-444 84718 - Fax: ++ 39 (06) 444 84397

[www.radissonblu.com](http://www.radissonblu.com)

## QS WORLD GRAD SCHOOL TOUR MARCH 12<sup>TH</sup> 2012

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

(PLEASE PRINT)

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TEL NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

E\_MAIL ADDRESS: \_\_\_\_\_

CREDIT CARD COMPANY \_\_\_\_\_

*To guarantee your reservation, the hotel only accepts reservations guaranteed with a credit card number and expiry date*

CREDIT CARD NO. \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

**I AUTHORIZE TO CHARGE my credit card in case of late cancellation and /or no-show:**

**Signature** \_\_\_\_\_

**PLEASE RESERVE: -**

☐ A SINGLE ROOM @ €150,00

☐ A DOUBLE ROOM @ €175,00

*Rates are per room, per night and include VAT, Service & Super Buffet breakfast*

☐ SMOKING

☐ Non SMOKING

Arrival Date \_\_\_\_\_

Departure Date \_\_\_\_\_

**Signature** \_\_\_\_\_

**Cancellation policy without penalty is 30 days before day of arrival**

**Thereafter, the first night's accommodation will be charged to your credit card**

**In case of no-show, the first night's accommodation will be charged to your credit card**

**Check-in 16h00 Check-out 12h00**

Please return this form directly to: -

Reservations Department, Radisson BLU Hotel

**e-mail: [reservations.roma@radissonblu.com](mailto:reservations.roma@radissonblu.com) - Fax No. + 39 (06) 44 48 43 97**

**Please return this reservation form no later than February 13<sup>th</sup> 2012**

**as the hotel will not be able to guarantee rooms after this date.**

**Confirmation number:**

**Hotel stamp as confirmation:**

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

<b>Venue</b>	<p><b>Grand Hotel Europe</b> Mikhailovskaya street, 1/7 St. Petersburg 191186 Russia</p> <p>Tel: +7-812-329-66-11 Fax: +7-812-329-60-01 <a href="http://www.grandhoteleurope.com">www.grandhoteleurope.com</a></p>
<b>Access</b>	<p>Nevsky prospect / Gostiny Dvor metro stations is located 100m from the hotel. A taxi from the airport takes 30 minutes and costs 950 RUR (US\$31/€24). There is free parking at Art Square.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm <b>Fair Open to public:</b> 4pm Pre-Fair Seminar for candidates 5pm – 8pm <b>QS World Grad School Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 8pm</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p><b>Clients are strongly advised to do the following when shipping their materials to St. Petersburg in order to avoid customs problems:</b></p> <ul style="list-style-type: none"> <li>– Separate printed matter (such as brochures) from other, such as pens</li> <li>– The commercial value of boxes should be very low (such as \$10)</li> <li>– Each box should not exceed 7 kilograms if possible</li> </ul> <p>In our experience clients who used the OCS, our recommended courier, almost never had problems with customs in these countries, while clients using other courier companies experienced significant problems in the past. If you use courier/shipping companies other than the OCS, the assistance we can give you on the day, if problems occur, is very limited.</p> <p><u>The venue will only accept deliveries from 12 March 2012 with custom duty cleared.</u> A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</p> <p><b>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</b></p> <p>All deliveries should be clearly marked:</p> <p><b>QS World Grad School Tour – 14 March 2012</b> <b>ATT. Olga Seryakova</b> <b>Grand Hotel Europe</b> <b>Mikhailovskaya street, 1/7</b> <b>St. Petersburg 191186</b> <b>Russia</b></p> <p>Contact name: Olga Seryakova Tel: +7-812-329-63-90 Fax: +7-812-329-60-06 Email: <a href="mailto:olga.seryakova@grandhoteleurope.com">olga.seryakova@grandhoteleurope.com</a></p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Grand Hotel Europe</b> offers the <b>QS World Grad School Tour</b> a special rate starting at RUR7000 (US\$ 220/€173) per night (inclusive of tax and Buffet Breakfast). This rate is only valid for bookings made before <b>13th February 2012</b>.</p> <p>To ensure this price please quote <b>QS World Grad School Tour</b> and use the attached hotel reservation form to book.</p>



GRAND HOTEL EUROPE  
ST PETERSBURG

by ORIENT-EXPRESS



**RESERVATION REQUEST FORM**  
**QS World Grad School Tour 13-15/03/12**

☐ **Please, tick off if visa support is required**

Name of Person requiring room: \_\_\_\_\_

Name of Person sharing (if any): \_\_\_\_\_

Citizenship \_\_\_\_\_ Citizenship of Person sharing \_\_\_\_\_

Passport Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Passport Number of Person sharing \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email: \_\_\_\_\_ Tel/Fax: \_\_\_\_\_

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

**\*Please, circle the required field:**

<input type="checkbox"/> Superior room	RUR 7000 per Single / 8000 Double Room, per night
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**\*Room rate includes Vat 18% and Grand Buffet Breakfast in Europe Restaurant**

**\*Administration Fee for Registration of foreign guests is paid additionally RUR 250 per stay (can slightly increase)**

**\*Other room categories are also available upon request**

**Hold my reservation by:**

**\*Please, insert the credit card number and expiry date**

Card type (please choose one):	AMEX	VISA	MASTERCARD/ EC	DINERS
Card number:			Exp.date:	

**RESERVATION CANNOT BE KEPT WITHOUT CREDIT CARD (ABOVE) AND SIGNATURE (BELOW).**

**Cancellation policy:** In case of no-show or cancellations made after 72 hours prior to scheduled date of arrival the Hotel will invoice the full room rate for the whole expected period of stay (it will be charged from the credit card of the Guest).

**Back up Services (please, tick off if required):**

☐ Transfer from/to airport Up till 3 persons – RUR 4000 per car/one way

☐ Transfer from/to Moskovsky railway station Up till 3 persons – RUR 2000 per car/one way

☐ Arrival Time: \_\_\_\_\_ Flight#/Train # \_\_\_\_\_ From \_\_\_\_\_

☐ Departure Time: \_\_\_\_\_ Flight#/Train # \_\_\_\_\_ To \_\_\_\_\_

**Declaration: I understand that I am liable to forfeit my cancellation penalty if the indicated cancellation policy is not adhered to. The policy will be enforced and deductions will be billed on my credit card.**

**Please, return the request by fax +7 812 329 60 06.**

Date \_\_\_\_\_ Signature of the card holder \_\_\_\_\_



Mikhailovskaya Ulitsa 1/7, 191011 St.Petersburg, Russia; Tel.: +7 812 329 6000, Fax: +7 812 329 6001,  
E-mail: [res@grandhoteleurope.com](mailto:res@grandhoteleurope.com), Internet Address: <http://www.grandhoteleurope.com>

For Grand Hotel Europe \_\_\_\_\_

For Client \_\_\_\_\_

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

<b>Venue</b>	<p><b>Radisson Slavyanskaya Hotel &amp; Business Center</b> Europe Square, 2 Moscow, 121059 Russia</p> <p>Tel: +7 495 941 8020 Fax: +7 495 941 8000 <a href="http://www.radisson.com">www.radisson.com</a></p>
<b>Access</b>	<p>A taxi from the airport will take approximately 40 minutes to 2 hours, depending on traffic and cost around RUB 2200– RUB 2800 (US\$69 – US\$87). The closest train station is Kievskaya, it is 2 minutes away from the venue walking. The cost of onsite parking is RUB 150 (US\$5) per hour.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 3pm <b>Fair Open to public:</b> 4pm Pre-Fair Seminar for candidates 5pm – 8pm <b>QS World Grad School Tour</b> Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 8pm</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p><b>Clients are strongly advised to do the following when shipping their materials to Moscow in order to avoid customs problems:</b></p> <ul style="list-style-type: none"> <li>– Separate printed matter (such as brochures) from other, such as pens</li> <li>– The commercial value of boxes should be very low (such as \$10)</li> <li>– Each box should not exceed 7 kilograms if possible</li> </ul> <p>In our experience clients who used the OCS, our recommended courier, almost never had problems with customs in these countries, while clients using other courier companies experienced significant problems in the past. If you use courier/shipping companies other than the OCS, the assistance we can give you on the day, if problems occur, is very limited.</p> <p><u>The venue will only accept deliveries from 5 March 2012 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</u></p> <p><b><u>Please note that all duty charges must be cleared prior to the venue accepting any cartons/parcels.</u></b></p> <p>All deliveries should be clearly marked using label attached and sent to:</p> <p><b>QS World Grad School Tour – 15 March 2012</b> <b>(Institution name)</b> <b>Radisson Slavyanskaya Hotel &amp; Business Center</b> <b>Europe Square, 2</b> <b>Moscow, 121059</b> <b>Russia</b></p> <p>Contact: Alexander Bulakin Tel: +7 495 941 8020 Fax: +7 495 941 8830</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The <b>Radisson Slavyanskaya</b> offers the <b>QS World Grad School Tour</b> a special rate starting at RUB 8500.00 (US\$265) per night, plus VAT. <u>This rate is only valid for bookings made before 15 February 2012.</u></p> <p>To ensure this price please quote <b>QS World Grad School Tour</b> and use the attached hotel reservation form to book.</p>

# QS World Grad School Tour

Moscow, Russia

March 15<sup>th</sup>, 2012



## ACCOMMODATION REQUEST FORM

Must be completed separately for each guest and faxed to hotel not later than- **February 15<sup>th</sup>, 2012**

### Radisson Slavyanskaya Hotel

Phone: +7 495 941 8020 , Fax: +7 495 941-8000 ,  
E-mail: [reservations.moscow@radisson-hotels.ru](mailto:reservations.moscow@radisson-hotels.ru)

#### 1. Room Reservations:

Guest's First Name	Guest's Family Name	Arrival Date	Departure Date

If sharing one Double Occupancy Room, then please provide the second guest's details on separately.

#### Standard Room Rate Per Night:

For The Nights of March 14 & 15

8500.00 Russian roubles + VAT

Room Rates include one breakfast, complimentary access to the hotel fitness center, pool, whirlpool, and steam & dry saunas, free WiFi.

Rates are per room per night, do not include 18% VAT.

Please contact hotel for rates & information regarding Business Class Rooms and Suites as required.

Guest Contact Information	Phone	Fax	E-mail

**\*All room reservations must be guaranteed for arrival with completed credit card information below.\***

#### 2. Visa Support Documents (Please print the following information if you require Visa Support Documents:

Passport Number		Date of Birth (dd/mm/yy)	
Country of Citizenship		Gender (Male/Female)	

If this guest arrives and stays in our hotel within the arrival & departure dates indicated above, then there is no charge for this Visa Support Service. However, if this reservation is cancelled, or the guest does not check in on the date of arrival, then the non-refundable amount of 3500 Russian roubles (including 18% VAT) will be charged to the credit card indicated below

#### 3. Taxi Transfer from Airport to Hotel

If guest requires taxi transfer service from airport to hotel, please fax the following information to our concierge at +7-095-941-8000: Airline, Flight Number, Arriving From, Arrival Date & Time & Airport.

NOTE: Request is not considered made & confirmed until a written confirmation is received by the client.

#### 4. Terms & Conditions

- 1) Accommodation at these rates is subject to availability only for registered conference delegates requesting rooms with this form.
- 2) Accommodation requests are not considered as definite bookings until a written hotel confirmation is received by the guest.
- 3) Please note that any changes made to your reservation must be notified in writing by fax to the hotel.
- 4) The deadline for making reservations is March 01, 2012 after which rooms are subject to availability at prevailing rates.
- 5) Method of guarantee – credit card or cash- for all charges must be provided by guest upon check-in.
- 6) Check-in time is 15:00 p.m. room assignment prior to this time is subject to availability. Check-out time is 12:00 noon.
- 7) Reservation cancellations made at least 72 hours prior 16:00 p.m. on the date of arrival will not be charged a cancellation penalty. In case of "no-show" or cancellation made less than 72 hours before date of arrival, we will charge for one room night and tax as your reservation is guaranteed until 7 a.m.

I hereby authorize Radisson SAS Slavyanskaya Hotel to charge my credit card account for accommodation & visa charges in accordance with the Rates, Terms, and Conditions indicated in this document.

CREDIT CARD TYPE		NUMBER		EXPIRE DATE	
CARDHOLDER NAME			SIGNATURE		

Radisson Slavyanskaya  
Hotel & Business Center  
Europe Square 2, Moscow, 121059, Russia  
[www.radisson.com](http://www.radisson.com)



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

<b>Venue</b>	<p><b>The Dostyk Hotel</b>  36, Kurmangazy str.,  Almaty, 050021  Republic of Kazakhstan</p> <p>Tel: +7 727 258 2270  Fax: +7 727 272 4765  <a href="http://www.dostyk.kz">www.dostyk.kz</a></p>
<b>Access</b>	<p>The airport is 15km from the venue and will take 25 minutes by taxi and costs 4000 KZT (US\$27/€21). A shuttle service between Almaty International Airport and The Dostyk Hotel is available and can be organised and will take 25 minutes and costs 2500 KZT (US\$17/€13). Parking is available on-site free of charge for hotel customers.</p>
<b>Timetable</b>	<p><b>Set-up:</b> Exhibitor access from 2pm  <b>Fair Open to public:</b> 4pm Pre-Fair Seminar for candidates  5pm – 8pm <b>QS World Grad School Tour</b> Fair &amp; Seminars  <b>Breakdown:</b> The room will have to be cleared at 8pm</p>
<b>Deliveries</b> If you are not using OCS please travel with your courier company name, tracking number and the local office telephone number	<p><u>The venue will only accept deliveries from 16 March 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 using label attached and sent to:  <b>QS World Grad School Tour – 19 March 2011</b>  (Institution name)  Kurmangazy str, 36  Almaty, 050021  Republic of Kazakhstan</p> <p>Contact: Marina Starikova  Tel: +7 727 333 30 00  Fax +7 727 272 47 65</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<b>Hotel</b>	<p>The Dostyk Hotel offers the <b>QS World Grad School Tour</b> a special rate starting at 31360 KZT (US\$213/€158) including VAT and breakfast.</p> <p><u>This rate has no booking deadline but we strongly suggest booking as early as possible.</u></p> <p>To ensure this price please quote <b>QS World Grad School Tour</b> and use the attached hotel reservation form to book</p>



Phone: _____
Fax : _____
Email: _____

**RESERVATION REQUEST**

NAME, SURENAME: \_\_\_\_\_

DATE &amp; TIME OF ARRIVAL: \_\_\_\_\_

DATE &amp; TIME OF DEPARTURE: \_\_\_\_\_

Room type:

**Standard room****31 360 KZT****All Rates including: 12% VAT, breakfast & SPA Center services (for two person)****Please mark one type of Guarantees:**

- ☐ *I hereby do authorize to use this credit card number only as a guarantee of reservation (No Show & Late Cancellation) in Hotel Dostyk.*
- ☐ *I hereby do authorize to use this credit card number as a guarantee of payment for Hotel accommodation & extra expenses in HotelDostyk.*

**CREDIT CARD DETAILS:**TYPE: ☐ **VISA** ☐ **MASTER CARD** ☐ **AMEX**

NUMBER \_\_\_\_\_ VALID THRU \_\_\_\_\_

CC HOLDER NAME \_\_\_\_\_

CARD HOLDER SIGNATURE \_\_\_\_\_

Казахстан, г. Алматы  
ул. Курмангазы, 36, 050021  
Тел.: +7 727 2582270  
Факс: + 7 727 2724765  
[info@dostyk.kz](mailto:info@dostyk.kz)  
[reservation@dostyk.kz](mailto:reservation@dostyk.kz)

050021, 36, Kurmangazy str.  
Almaty, Kazakhstan  
Tel: +7 727 2582270  
Fax: +7 727 2724765  
[info@dostyk.kz](mailto:info@dostyk.kz)  
[reservation@dostyk.kz](mailto:reservation@dostyk.kz)