



QS World Grad School Tour Exhibitor Information – India & Middle East

Sunday 25 November 3pm – 6pm (1:30pm: Pre-Fair Candidate Admissions Seminar)	New Delhi	Shang-ri La Eros 19 Ashoka Road Connaught Place New Delhi - 110 001 India
Tuesday 27 November 6pm – 9pm (4:30pm: Pre-Fair Candidate Admissions Seminar)	Pune	The O Hotel North Main Road Koregoan Park Pune 411 001 India
Thursday 29 November 6pm – 9pm (4:30pm: Pre-Fair Candidate Admissions Seminar)	Mumbai	The Taj Mahal Palace, Mumbai Apollo Bunder Mumbai - 400 001 India
Sunday 2 December 3pm – 6pm (1:30pm: Pre-Fair Candidate Admissions Seminar)	Bangalore	Vivanta by Taj 41/3 M G Road Bangalore Bangalore - 560 001 India
Tuesday 4 December 6pm – 9pm (4:30pm: Pre-Fair Candidate Admissions Seminar)	Hyderabad	Vivanta by Taj, Begumpet 1-10-147 & 148, Mayuri Marg Begumpet Hyderabad India
Thursday 6 December 6pm – 9pm (4:30pm: Pre-Fair Candidate Admissions Seminar)	Chennai	Hyatt Regency Chennai 365 AS Chennai - 600018 India
Saturday 8 December 5pm – 8pm (4pm: Pre-Fair Candidate Admissions Seminar)	Dubai	The H Hotel One Sheikh Zayed Road P.O. Box 125511 Dubai U.A.E.
Monday 10 December 5pm – 8pm (4pm: Pre-Fair Candidate Admissions Seminar)	Beirut	Phoenicia Hotel Beirut Minet El Hosn Beirut 11/846 Lebanon

****Please note the India Fair times are different to our standard Fair times and are different to those of the Middle East**

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 India & Middle East.

Over the last ten years we have made every effort to deliver a targeted audience in a professional and enjoyable Fair setting.
 We have provided the following pack to help you in the planning process.

For any questions or concerns, please feel free to contact the Tour logistics team on wgstlogistics@qs.com

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

Fair information and hotel booking forms

Delhi	Sunday 25 November	page 7 & 8
Pune	Tuesday 27 November	page 9 & 10
Mumbai	Thursday 29 November	page 11 & 12
Bangalore	Sunday 2 December	page 13 – 15
Hyderabad	Tuesday 4 December	page 16 & 17
Chennai	Thursday 6 December	page 18 & 19
Dubai	Saturday 8 December	page 20 & 21
Beirut	Monday 10 December	page 22 & 23

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

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

3pm – 6pm (1:30pm: Pre-Fair Candidate Admissions Seminar)

<p>Venue</p>	<p>Shang-ri La Eros 19 Ashoka Road Connaught Place New Delhi - 110 001 India</p> <p>Tel: +91 11 4119 1919 Fax: +91 11 4119 1988 http://www.shangri-la.com/newdelhi/erosshangrila</p>
<p>Access</p>	<p>We recommend hotel transfers if it's your first time in India. If you wish to take a taxi, prepaid taxi booths can be found inside the airport terminals. These taxis cost approximately INR 500 (US\$9, €7) one way and take approximately 45minutes – 1 hour. The hotel provides airport transfers, please book directly with the hotel, it takes 45 minutes and costs INR 3000 (\$66.87, €47). The closest metro station is Patel Chowk which is 0.5km from the venue. On-site parking is available free of charge.</p>
<p>Timetable</p>	<p>Set-up: Exhibitor access from 1pm Fair Open to public: 1:30pm Pre-Fair Seminar for candidates 3pm – 6pm QS World Grad School Tour Fair & Seminars Breakdown: The room will have to be cleared at 6pm</p>
<p>Deliveries</p>	<p><u>The venue will only accept deliveries from 23 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 - 25 November 2012 (Institution Name) C/o Preeti Vishal Shang-ri La Eros 19 Ashoka Road Connaught Place NEW DELHI - 110 001 INDIA</p> <p>Contact: Preeti Vishal Tel: +91 11 41196137 Fax: +91 11 41196126</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p>Hotel</p>	<p>The Shangri-La Eros offers special rates to the QS World Grad School Tour from INR 15000 (US\$271/€219) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 27 November 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>
<p>Visa</p>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to reception@qs.com</p>

THE SHANGRI-LA'S EROS HOTEL, NEW DELHI – RESERVATION FORM

Please reserve a room for the following guest(s) that are cordially invited to participate at the QS Program 2012

Guest name: /Mrs./ _____ Title: _____
 Name of the Organization: _____ Guest Mail Id _____
 Telephone Number: _____
 Mailing address: _____
 Telephone: _____ Fax: _____ Mobile No.: _____
 Passport number: _____ Place of issue: _____ Date of Issue _____
 Nationality: _____ Date of Birth: _____

Please provide details as below: (Airport transfers will be organized at extra charges)

Arrival date: _____ **Airline/Flight No:** _____ **Time:** _____

Departure date: _____ **Airline/Flight No:** _____ **Time:** _____

ROOM TYPE Superior Room - INR 15000+ taxes **single** / INR 16000+ taxes **double**

The above rates are inclusive of the following:

- Buffet break fast at Café Uno
- 24 hrs in Room Internet.
- Two bottles of mineral water complimentary
- Complimentary tea coffee maker in the room
- Complimentary use of gymnasium and swimming pool.
- Complimentary use of Health Club (Except spa).

The above rates are Exclusive of applicable Taxes on rooms

ROOM OCCUPANCY:

Single Room Double Room

SPECIAL REQUESTS:

King Size Bed Twin Room Smoking Room Non-smoking Room
 (Applicable for Double Room only)

GUARANTEE POLICY:

The reservation will be held guaranteed **only** on receipt of a **Credit Card Guarantee on to which the pre authorization will be taken.**

AMEX Visa Diners Club JCB MasterCard

Name of Card Holder: _____ Expiry Date: _____

Card Number: _____ Signature: _____

CHECK-IN & CHECK-OUT TIMINGS:

1. The check in time at the Hotel: 1400 hours
2. Check out time at the Hotel: 12 NOON
3. For arrivals prior to 1400 hours , the room will be required to be blocked from the previous night and charged accordingly.
4. Check outs later than 12 NOON will be charged for one night's stay.
5. Airport transfer can be arranged at an additional of INR 3000 per way.

PLEASE NOTE:

- 1) One night retention will be applicable for any cancellation from August 15, 2012
- 2) **Any cancellation** of guest room(s) or **no show post August 16, 2012** will result in a late cancellation charge equivalent to full duration of stay. In case of **early departure**, hotel reserves the right to charge retention for the entire duration of stay as per guaranteed reservation.
- 3) Closing date for the reservation on these special rates is November 27 , 2012, post which rate of day is applicable.

**Kindly send completed form to grouppreservations.sln@shangri-la.com by FAX at 011-4119 6126.
 Direct No. (011) 41196123/24/25/27/28**

The Shangri-La's Eros, New Delhi will confirm reservations directly with participants.

6pm – 9pm (4:30pm: Pre-Fair Candidate Admissions Seminar)

<p>Venue</p>	<p>The O Hotel North Main Road Koregoan Park Pune 411 001 India</p> <p>Tel: +91 20 400 11000 Fax: +91 20 400 11009 www.ohotelsindia.com</p>
<p>Access</p>	<p>The Hotel offers airport transfer services, please use the attached form to arrange pick up services. Pune Station is 3km from the hotel. A taxi from the station to the hotel takes 10 minutes and costs Rs. 300 (US\$6/€4) A taxi from the airport takes 20 minutes and costs Rs. 400 (US\$8/€6) On-site parking is available.</p>
<p>Timetable</p>	<p>Set-up: Exhibitor access from 4pm Fair Open to public: 4:30pm Pre-Fair Seminar for candidates 6pm – 9pm QS World Grad School Tour Fair & Seminars Breakdown: The room will have to be cleared at 9pm</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>The venue will only accept deliveries from 20 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 - 27 November 2012 (Insitution Name) c/o Sachin Prasad The O Hotel Koregoan Park Pune 411 001 India</p> <p>Contact: Sachin Prasad Tel: +91 95 030 00023 Fax: +91 20 400 11009 Email: afb@ohotelsindia.com and banquets@ohotelsindia.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p>Hotel</p>	<p>The The O Hotel offers special rates to the QS World Grad School Tour from INR 6000 (US\$108/€88) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 27 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>
<p>Visa</p>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as shown in your passport, passport number, job title, school and address as well as the cities you are visiting to wqstlogistics@qs.com</p>



The O Hotel

North Main Road
Koregoan Park
Pune 411 001
India

Tel: +91 20 400 11000

Fax: +91 20 400 11009

E-Mail: assodir.fnb@ohotelsindia.com

Reservation must be made by: 27 October 2012

Name:	
Title:	
Company:	
Address:	
Phone Number:	
Fax Number:	
Email:	
Arrival date:	
Departure date:	
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX <input type="checkbox"/> DC
Credit Card Number:	
Expiry Date:	
Credit Card Holder:	
Signature:	

Deluxe @ RMB 6000 O-Club @ RMB 7500
 Suite @ RMB 11000 Presidential Suite @ RMB 25000

All rooms include breakfast

Please mark your special requests:

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

Special requests: _____

A guest room will be held for late arrival, if guaranteed. Check-in time is 02:00 pm. Check-out time is 12:00 PM

Cancellations made prior to 6 p.m. three days prior to arrival are not charged.

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

6pm – 9pm (4:30pm: Pre-Fair Candidate Admissions Seminar)

<p>Venue</p>	<p>The Taj Mahal Palace, Mumbai Apollo Bunder Mumbai - 400 001 India</p> <p>Tel : +91 22 6665 3366 Fax: +91 22 6665 0300 /08/09</p> <p>http://www.tajhotels.com/Luxury/Grand-Palaces-And-Iconic-Hotels/The-Taj-Mahal-Palace-Mumbai/Overview.html</p>
<p>Access</p>	<p>The hotel provides an airport shuttle at a cost of INR4017 (US\$73, €59) and takes approximately 1 hour and 45 minutes from the international airport. The cost of an airport shuttle is INR3399 (US\$62, €49) and takes approximately 1 hour and 15 minutes from the domestic airport. The cost of an air-conditioned taxi from the international airport is INR800 (US\$15, €12) and takes approximately 1 hour and 45 minutes. An air-conditioned taxi from the domestic airport is INR700 (US\$13, €10) and take approximately 1 hour and 15 minutes Parking is free of charge.</p>
<p>Timetable</p>	<p>Set-up: Exhibitor access from 4pm Fair Open to public: 4:30pm Pre-Fair Seminar for candidates 6pm – 9pm QS World Grad School Tour Fair & Seminars Breakdown: The room will have to be cleared at 9pm</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>The venue will only accept deliveries from 26 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 - 29 November 2012 (Institution Name) c/o Catering Sales Office The Taj Mahal Palace Apollo Bunder Mumbai 400001</p> <p>Contact Name: Abhishek Kakralia Tel: +91 22 66653175 Fax: +91 22 66650302</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p>Hotel</p>	<p>The Taj Mahal Palace offers special rates to the QS World Grad School Tour from INR 11000 (US\$199/€161) per night plus tax, including breakfast. <u>This rate is only valid for bookings made before 13th 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>
<p>Visa</p>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to reception@qs.com</p>



THE TAJ MAHAL PALACE
MUMBAI

QS TOUR 2012
(27TH TO 29TH NOVEMBER 2012)

Reservations may be made by completing this form and return fax or email by 13TH October 2012
Group Reservations
Tel No: +91 22 6665 3366 Ext: 3460 / Fax: +91 22 6665 0323 / Email: tmhgrouppresv.bom@tajhotels.com

The Taj Mahal Palace, Mumbai will send a confirmation upon receipt of this completed form

Last Name:		Salutation:	
First Name:		Designation:	
Organization:			
Address:			
Fax No:		Tel No: (Mobile number preferred)	Email:
Passport Details (A scanned copy or photo copy of the passport to be enclosed)			
Nationality :	Passport Number :	Date of Birth :	
Date of Issue :	Issuing Authority :	Date of Expiry:	
Visa Details (A scanned copy or photo copy of the visa to be enclosed)			
Visa Number :	Visa Type : Business/ Leisure	Visa Entry Type : Single or Multiple entry	
Date of Issue :	Place of Issue :	Date of Expiry:	
Arrival & Departure Details			
Arrival Date:	Arrival time:	Flight No:	From:
Departure Date:	Departure time:	Flight No:	To:
Room category:	Single/ Double Occupancy:	Airport Pick Required:	YES: NO:

Room Rates applicable at The Taj Mahal Palace & Tower Mumbai

Category of Rooms	INR	
	Single	Double
The Taj Mahal Tower		
Superior City View	11000	12500

The above rates are on a per night basis ,includes accommodation, buffet breakfast at Shamiana and are exclusive of taxes (currently luxury tax 10% + 05.15% servie tax & 12.5% VAT) which will be charged additionally

Terms and Conditions

1. The check-in time is 14.00 Hrs, and check out time is 12:00 noon.
2. In case of cancellation of individual rooms on or before 15 days before check in date, the hotel reserves the right to charge the individual one night's room billing inclusive of taxes as retention charges.
3. In case of cancellation of individual rooms less than 7 days before check in or an eventual no-show, the hotel reserves the right to charge the individual 100% (all nights stay as booked) room billing inclusive of taxes as Retention.
4. All room and incidental charges are chargeable to your personal account and must be settled upon check-out
5. All the bookings received after 13th October 2012 will be confirmed subject to availability.
6. Rooms will be confirmed only against a guarantee of an approved credit card or cash for one night.

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

3pm – 6pm (1:30pm: Pre-Fair Candidate Admissions Seminar)

<p>Venue</p>	<p>Vivanta by Taj 41/3 M G Road Bangalore Bangalore - 560 001 India</p> <p>Tel: +91 80 6660 4444 Fax: +91 80 5661 4441</p> <p>www.vivantabytaj.com</p>
<p>Access</p>	<p>The Hotel offers airport transfer services, please use the attached form to arrange pick up services. The nearest station is Cantonment railway station 4km from the hotel. A taxi from the station to the hotel would cost INR569 (US\$13, €9), and takes approximately 20 minutes. A taxi from the airport costs INR1200 (US\$27, €19), journey time 1 hour. Free parking is available on site.</p>
<p>Timetable</p>	<p>Set-up: Exhibitor access from 1pm Fair Open to public: 1:30pm Pre-Fair Seminar for candidates 3pm – 6pm QS World Grad School Tour Fair & Seminars Breakdown: The room will have to be cleared at 6pm</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>The venue will only accept deliveries from 26 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.</u></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 – 2 December 2012 (Institution Name) c/o Ms Karuna Hn Vivanta by Taj 41/3, Mahatma Gandhi Road BANGALORE - 560 001 INDIA</p> <p>Contact: Ms Karuna Hn Tel: +91 80 6660 4444 Fax: +91 80 6661 4441</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p>Hotel</p>	<p>The Vivanta by Taj offers special rates to the QS World Grad School Tour from INR 10000 (US\$181/€146) per night excluding tax (breakfast included). <u>This rate is only valid for bookings made before 15th 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>
<p>Visa</p>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to reception@qs.com</p>



Vivanta by Taj – M G Road Bangalore
WORLD MBA TOUR & WORLD GRAND SCHOOL TOUR NOV DEC 2012
ACCOMMODATION FORM

We request you to fax this Hotel Reservation Form, indicating your preference, **latest by 15 OCTOBER 2012**, as bookings will be on a first come, first served basis. We advise you to guarantee your reservation against credit card.

Personal Details (To enable you to be pre-checked into the room)

Name:		Designation:
Organization:		
Address:		
Fax No:	Tel No / Mobile:	Email:
Passport Number :	Place of Issue :	Nationality :
Date of Issue :	Date of Expiry :	Date of Birth :

FAX TO: Mr. Manoj Kulkarni
 E-MAIL: groups.bangalore@tajhotels.com

FAX NO. : + 91 80 66900009
 TEL NO : + 91 80 66900000

Flight and Arrival details

Arrival Date:	Arrival time:	Flight No:	From:
Departure Date:	Departure time:	Flight No:	To:
Single / Double Occupancy	Preference: Smoking / Nonsmoking (subjected to availability)	Airport Pick Required: YES NO	
Tata Aria charged Rs.3483 one way (For maximum of 01 or 02 guests if sharing one car)		Airport Drop Required: YES NO	
Tata Manza Charged Rs.2955 one way (For maximum of 03 guests if sharing one car)			
Type of car preferred (Tata Manza / Tata Aria)		Any other Instructions :	

Room Rates applicable at Vivanta by Taj, MG Road Bangalore: 30th NOV to 03rd DEC 2012

Category of Room	INR Single	INR Double
Superior Charm Room	10000+ 18.18 % tax	11000 + 18.18 % taxes

TERMS & CONDITIONS:

The above rates are on a per night basis ,includes accommodation, buffet breakfast and are exclusive of taxes (luxury and service tax 18.18%) which will be charged additionally

1. A block booking has been made for this delegation. Rooms are available on a first come, first served basis.
2. The check-in time is 1400 hrs and check-out time is 12.00 noon
Early check in
 Early arrival before 0800 Hrs the room needs to be reserved from previous night.
 Early check in between 0800 hours to 1200 noon, 50% additional charge, rooms shall be subjected to availability.
 Between 1200 – 1400 hours early check in at no additional charge, rooms subjected to availability.

Late check-out:



Vivanta by Taj – M G Road Bangalore
WORLD MBA TOUR & WORLD GRAND SCHOOL TOUR NOV DEC 2012
ACCOMMODATION FORM

Late check out between 1200 noon - 1400 hours no additional charge, rooms subjected to availability.

Late check out between 1400 hours - 1800 hours 50% additional charge, rooms subjected to availability.

Late check-out post 1800 hours one entire additional night charge applicable, rooms subjected to availability.

3. The reservation made, would neither be cancelable nor amendable. The Hotel reserves the right to charge the entire stay for room billing inclusive of taxes as retention charges.

4. ROOMS WILL BE CONFIRMED ONLY AGAINST A GUARANTEE OF AN APPROVED CREDIT CARD OR CASH FOR THE ENTIRE LENGTH OF STAY.

CREDIT CARD NO: _____

EXPIRY DATE: _____ DATE: _____

GUEST SIGNATURE _____

AMEX / VISA / MASTER _____

6pm – 9pm (4:30pm: Pre-Fair Candidate Admissions Seminar)

<p>Venue</p>	<p>Vivanta by Taj, Begumpet 1-10-147 & 148, Mayuri Marg Begumpet Hyderabad India</p> <p>Tel: +91 40 6725 2626 Fax: +91 40 6725 2627</p> <p>http://www.vivantabytaj.com/Begumpet-Hyderabad/Overview.html</p>
<p>Access</p>	<p>We recommend hotel transfers if it's your first time in India. The closest station to the hotel is Begumpet Station which is 0.5km from the hotel and would require a taxi. It would take approximately 7 minutes and cost INR 200 (US\$4, €3). The cost of a taxi from the airport would be INR2200 (US\$45, €34) and would take approximately 45 minutes. Parking is free of charge.</p>
<p>Timetable</p>	<p>Set-up: Exhibitor access from 4pm Fair Open to public: 4:30pm Pre-Fair Seminar for candidates 6pm – 9pm QS World Grad School Tour Fair & Seminars Breakdown: The room will have to be cleared at 9pm</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>The venue will only accept deliveries from 27 November 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>QS World Grad School Tour – 4 December 2012 FAO: Vijay Bakkolla (Institution Name) - No. of Packages Vivanta by Taj, Begumpet 1-10-147 & 148, Mayuri Marg, Begumpet, Hyderabad- 500 016 Andhra Pradesh India</p> <p>Contact: Vijay Bakkolla Tel: +91 40 6723 3536 Fax: +91 40 6725 2627</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p>Hotel</p>	<p>The Vivanta by Taj, Begumpet offers special rates to the QS World Grad School Tour from INR 6750 (US\$122/€99) per night exclusive of taxes (breakfast included). <u>This rate is only valid for bookings made before 1st 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>
<p>Visa</p>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to reception@qs.com</p>

VIVANTA

BEGUMPET HYDERABAD

BY TAJ

Hotel name: Vivanta by Taj, Begumpet

Address: 1-10-147 & 148, Mayuri Marg, Begumpet, Hyderabad 500016

Telephone number: 91 40 6725 2626

Fax number: 91 40 6725 2627

Email address: reservations.hyderabad@tajhotels.com

Website: vivantabytaj.com/begumpet

Please send your reservation form to the hotel by 1st September 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:

- Superior Charm Room: INR 6750 / INR 7750 (Single/ Double Occupancy)
 Premium Indulgence Room: INR 7750/ INR 8750 (Single/ Double Occupancy)

Rates exclude taxes

Rates Include Buffet Breakfast at the Coffee Shop.

Please mark your special requests:

Smoking Room Non Smoking Room
King Size Bed Twin Room

Special requests: _____

Reservation confirmed: _____ (date) _____

A guest room will be held for late arrival, if guaranteed. Check-in time is 14:00 pm. Check-out time is 12:00 PM

Cancellations made prior to 48 Hours prior to the day of arrival are not charged.

In the event of non-arrival we will charge for one room night and tax as your reservation is guaranteed.

6pm – 9pm (4:30pm: Pre-Fair Candidate Admissions Seminar)

<p>Venue</p>	<p>Hyatt Regency Chennai 365 AS Chennai - 600018 India</p> <p>Tel: + 91 44 61001234 Fax: + 91 44 61001235 www.chennai.hyatt.regency.com</p>
<p>Access</p>	<p>The hotel provides transfers which cost INR 1400 plus tax (US\$25, €21) and takes approximately 20 minutes. A taxi from the airport will cost INR 600 (US\$11, €9) and takes 20 minutes. Parking is free of charge.</p>
<p>Timetable</p>	<p>Set-up: Exhibitor access from 4pm Fair Open to public: 4:30pm Pre-Fair Seminar for candidates 6pm – 9pm QS World Grad School Tour Fair & Seminars Breakdown: The room will have to be cleared at 9pm</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>The venue will only accept deliveries from 20 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 - 6 December 2012 (Institution Name + School Representative) Hyatt Regency Chennai C/O QS Limited 365 Anna Salai Teynampet Chennai 600018 Tamil Nadu India</p> <p>Contact: Jyotika Sahani Tel: +91 44 6100 1234 Fax: +91 44 6100 1235</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p>Hotel</p>	<p>The Hyatt Regency Chennai offers special rates to the QS World Grad School Tour from INR 7000 (\$126/€102) per night plus tax (breakfast included). <u>This rate is only valid for bookings made before 6th November 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>
<p>Visa</p>	<p>We can provide business visa invitation letters for India, to request your invitation letter please send your full name as on your passport, passport number, job title, school and address as well as the cities you are visiting to reception@qs.com</p>

CV45- 5 th Dec to 7 th Dec
12SW- 4 th Dec to 6 th Dec

Hyatt Regency Chennai
365, Anna Salai (Mount Road)
Teynampet , Chennai
Tamilnadu - 600018
India

Phone : +91 44 6100 1234
Fax : +91 44 6100 1245
www.chennai.regency.hyatt.com

Please fill in the below reservation form to make reservations for QS Limited - 2012

Guest's Full Name (Mr / Ms):

Room Type:	Hyatt Guest Room (1 King Bed)	View Deluxe Room (1 King / Twin Bed)
	Single / Double Occupancy	Single / Double Occupancy

Arrival date with flight Information:

Departure date with flight information:

Airport Transfers required YES NO

(One- way Airport Transfers by Carolla/ Innova is INR 1400 exclusive of applicable taxes)

Smoking/ Non – Smoking:

Special Requests:

Credit Card Number:

Credit Card Make: Expiry date:

I hereby authorize Hyatt Regency Chennai to charge my credit card in case of no show or as per the cancellation policy mentioned below.

(Signature)

You may email the reservation request to jyotika.sahani@hyatt.com or fax it on 91 44 6100 1235.

Guests Contact Number:

Email Id:

Terms & Conditions

All reservations must be made before 6th November 2012. Rooms and rates would be confirmed subject to availability.

A special rate applicable to you for your reservation

- **Hyatt Guest Room :** **Single occupancy** **Double Occupancy**
 INR 7000 + applicable taxes **INR 7500 + applicable taxes**
- **View Deluxe Room :** **Single occupancy** **Double Occupancy**
 INR 8000 + applicable taxes **INR 8500 + applicable taxes**
- **Room rates are subject to 12.5 % tax Luxury tax on the published tariff and 7.42 % Service tax on the quoted rate.**
- Check-in time - 1400 hrs & Check-out time - 1200 hrs
- Buffet breakfast at Spice Market included in the package
- Cancellation Policy or No Show : 100 % retention charges for cancellation of room or No Show
- The guests should settle their account & all incidentals at the hotel at the time of the checkout.
- The hotel will provide a confirmation number once reservation is made.

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

<p>Venue</p>	<p>The H Hotel One Sheikh Zayed Road P.O. Box 125511 Dubai U.A.E.</p> <p>Tel: +971 4 501 8888 Fax: +971 4 501 8899 www.h-hotel.com</p>
<p>Access</p>	<p>The closest station to the hotel is the World Trade Metro Station which is 5 minutes walk from the venue. The hotel does provide an airport shuttle at a cost of AED250 (\$68, €55) for a pick-up and AED150 (\$41, €33) for a drop-off. A taxi from the airport costs AED50 (\$14, €11) and takes approximately 20 minutes. Parking is provided free of charge.</p>
<p>Timetable</p>	<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>The venue will only accept deliveries from 3 December 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 – 8 December 2012 (Institution Name) c/o Schenly Trifalgar The H Hotel (Formerly known as The Monarch Hotel) PO Box 125511 One Sheikh Zayed Road Dubai UAE</p> <p>Event contact: Schenly Trifalgar Tel: +971 56 794 5314 OR +971 4 501 8888 Fax: +971 4 501 8899 OR +971 4 501 8859</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p>Hotel</p>	<p>The H Hotel offers special rates to the QS World Grad School Tour from AED750 (US\$204 / €166) per night plus tax and includes breakfast. <u>This rate is only valid for bookings made before 7 November 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>



QS London

07 December 2012 - 08 December 2012

QS World MBA and Grad School Tour Dubai 2012

GROUP RESERVATION FORM

New Booking

Amendment

Cancellation

Repeat Guest

To: _____	From: _____
Email: _____	Company: _____
Fax: _____	Email: _____
Tel: _____	Fax: _____

Guest Information

Mr/Ms _____ Last Name	_____ Given Name
Title _____	
Contact Address _____	City _____
Postal Code/Zip Code _____	Email _____
Telephone _____	Mobile _____
Passport Number _____	Place & date of Issue _____

Reservation Requirements

Room Type	<input type="checkbox"/> Deluxe Single Room @ AED 750++	<input type="checkbox"/> Deluxe Double Room at AED 800++			
	* The Above rate is inclusive of International Buffet Breakfast * The Above rate is subject to 10% service charge and 10% municipality tax * Rates are quoted in AED				
Arrival	Date _____	Flight Number _____	ETA _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Airport Transfer		
Departure	Date _____	Flight Number _____	ETD _____	Yes <input type="checkbox"/>	No. <input type="checkbox"/>
			Airport Transfer		

Guest's Preference (Upon Availability)

Preferred Bed	<input type="checkbox"/> King **	<input type="checkbox"/> Twin **	<input type="checkbox"/> No Preference	** Upon Availability
Preferred Room	<input type="checkbox"/> Smoking Room	<input type="checkbox"/> Non- Smoking Room		
Other Request:	_____			

Credit Card Guarantee

All reservations must be guaranteed by credit card. Reservation without credit card details are not accepted.	
Notice of cancellation must be received 14 days prior the arrival to avoid cancellation penalty equivalent to total room night's charge	
Credit Card _____	Expiry Date _____
Card Holder's Name _____	

Remarks:

Hotel Confirmation

Room Rate _____	Confirmation Number _____	Confirmed by _____	Date _____
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- 1.) Airport transfers available upon request at AED 250/- net per way per car (Airport Pick-up) and Ahlan Service (Meet and Assist) at AED 150.00 per person upon arrival only. Should you not avail the Ahlan Service, it is imperative to provide a contact number in order for the airport representative to locate the guest upon arrival.
- 2.) Our official check-in time is from 15:00 hours. Guaranteed check-in before 12:00 noon requires pre-booking from the night before.
- 3.) Our official check-out time is 12:00 hours. All requests for late check-out are subject to availability. Additional room charge will be applied for late check-out. Please consult with Guest Service on availability. Room Occupy until 18:00 will be charge at 50% of the room rate and full rate will be applied for late check-out beyond 18:00
- 5.) Group room rate is extended 2 days pre & post dates of the group arrival and departure subject to availability.
- 6.) Reservations are subject to availability

Kindly return scanned copy of this form to reservations@h-hotel.com
Please confirm your reservation before 7th November 2012

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

<p>Venue</p>	<p>Phoenicia Hotel Beirut Minet El Hosn Beirut 11/846 Lebanon</p> <p>Tel: +961 1 369100 Fax: +961 1 369101 www.phoeniciabeirut.com</p>
<p>Access</p>	<p>The Hotel offers airport transfer services, please use the booking form to arrange a pick up. The journey times takes about 20min and costs US\$60 (€48). On-site parking is available for US\$20 (€16) per day.</p>
<p>Timetable</p>	<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>The venue will only accept deliveries from 7 December 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 December 2012 (Institution Name) c/o Farah Chamas Phoenicia Hotel Beirut Minet El Hosn Beirut 11/846 Lebanon</p> <p>Contact: Farah Chamas Tel: +009611 369110 ext: 2200 Fax: +00961 1 357057 Email: Farah.Chamas@phoeniciabeirut.com</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p>Hotel</p>	<p>The Phoenica Hotel Beirut offers special rates to the QS World Grad School Tour from US\$235 (€188) per night plus tax, inclusive of breakfast. <u>This rate is only valid for bookings made before 10 November 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>
<p>Visa</p>	<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>



BEIRUT

Phoenicia Beirut
Minet El Hosn, Beirut, Lebanon
Tel: +961 1 36 91 00 Fax: +961 1 36 91 01 / 36 16 15
www.phoeniciabeirut.com

QS World Grad School Tour - December 9 2012

FIRST NAME (PLEASE PRINT) LAST NAME
COMPANY

TEL No. MOB. No.

FAX No. E-MAIL

CREDIT CARD COMPANY

To guarantee your reservation, the hotel only accepts reservations guaranteed with a credit card number and expiry date. Please fax Recto-Verso photocopy of your Credit Card with this Hotel Reservation Form

CREDIT CARD No. EXPIRY DATE

PLEASE RESERVE THE FOLLOWING ROOM:

- DELUXE CITY VIEW ROOM (QUEEN) AT THE RATE OF US\$ 235 -
DELUXE CITY VIEW ROOM (KING) AT THE RATE OF US\$ 285 -
PREMIUM FRONT VIEW ROOM (SINGLE) AT THE RATE OF US\$ 275 -
PREMIUM FRONT VIEW ROOM (DOUBLE) AT THE RATE OF US\$ 275 -
PHOENICIAN FRONT VIEW ROOM (SINGLE) AT THE RATE OF US\$ 355-
PHOENICIAN FRONT VIEW ROOM (DOUBLE) AT THE RATE OF US\$ 355-
CLUB ROOM AT THE RATE OF US\$ 435-
JUNIOR SUITE AT THE RATE OF US\$ 535-
PHOENICIAN SUITE AT THE RATE OF US\$ 695-
DIPLOMATIC SUITE AT THE RATE OF US\$ 795-
AMBASSADOR SUITE AT THE RATE OF US\$ 945-

Rates are per room & include breakfast & wifi, per night and include 16% Service Charge - Rates exclude the Governmental Tax currently 10% of total bill. Room rates will be valid for 3 days pre and post the event

Arrival Date Departure Date

Check in time : 12:00pm Check out time: 1:00pm

Arriving at Beirut International Airport at : Flight No. :

Limousine Airport Pick-Up - USD 60.00

Rates exclude the Governmental Tax currently 10% of total bill

This Booking will be guaranteed to the above Credit Card and subject to the cancellation policy below:

- a) Cancellation 72 hours prior to expected arrival date: no cancellation charge.
b) Cancellation 48 hours prior to expected arrival date: first night will be charged to Credit Card.
c) Same Day Cancellation or No Show the entire booked stay will be charged to Credit Card.

This Booking will be guaranteed to the above Credit Card and subject to the cancellation policy below :

- Non-Refundable First night charge per room will be applicable in case of a non-arrival or a late cancellation for guaranteed reservations unless advised 72 Hours to arrival.

Please return this form directly to:

- E-mail: groupsreservation@phoeniciabeirut.com - Fax No. +961 1 36 35 37

BOOKING GUARANTEE - FOR HOTEL USE ONLY

Confirmation Number: Confirmed by : On :

We thank you for choosing the Phoenicia Beirut and look forward to welcoming you soon.