



## QS World Grad School Tour Exhibitor Information – Latin America

<b>Wednesday 29 August</b> 5pm – 8pm  (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Sao Paulo</b>	<b>Hotel Unique</b> Av. Brigadeiro Luis Antonio, 4700 Sao Paulo Brazil 01402-002
<b>Thursday 30 August</b> 5pm – 8pm  (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Buenos Aires</b>	<b>Sheraton Libertador Hotel</b> Av. Cordoba 690 Buenos Aires Argentina CP C1054AAS
<b>Monday 3 September</b> 5pm – 8pm  (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Santiago</b>	<b>InterContinental Santiago</b> Av. Vitacura 2885 Santiago Chile 7550024
<b>Wednesday 5 September</b> 5pm – 8pm  (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Lima</b>	<b>Swissôtel Lima</b> Via Central 150, Centro Empresarial Real, San Isidro Lima Peru 27
<b>Friday 7 September</b> 5pm – 8pm  (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Caracas</b>	<b>Hotel Caracas Palace</b> Avenida Luis Roche s/n Caracas Venezuela 1060
<b>Monday 10 September</b> 5pm – 8pm  (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Bogota</b>	<b>JW Marriott Bogota</b> Calle 73 N°8- 60 Bogota Colombia 60
<b>Wednesday 12 September</b> 5pm – 8pm  (4pm: 1 hour Pre-Fair Candidate Admissions Seminar)	<b>Mexico City</b>	<b>Sheraton Maria Isabel</b> Paseo de la Reforma 325 Mexico City Mexico 06500

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 Latin America.

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) **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

Sao Paulo	Wednesday 29 August	page 7
Buenos Aires	Thursday 30 August	page 8 & 9
Santiago	Monday 3 September	page 10 & 11
Lima	Wednesday 5 September	page 12 & 13
Caracas	Friday 7 September	page 14 – 16
Bogota	Monday 10 September	page 17 & 18
Mexico City	Wednesday 12 September	page 19 & 20

## 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 make sure you are aware of which inoculations will be required for each country you are visiting.**

**You may be denied entry if you do not have the required proof of inoculations.**

**A Yellow fever vaccination certificate is required for travellers arriving from a yellow- fever infected area. Infected Areas include: Brazil, Columbia, Peru, and Venezuela.**

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

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

#### 5) FAIR DISPLAY REGULATIONS:

The Fairs are organised in a tabletop format and the only display stands/units we can allow are pull-up/roller-blind/penguin units.

**Dimensions are restricted to 1.5m wide x 2m high.**

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

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

#### 6) ATTENDING THE FAIR:

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

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

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

Any problems or questions contact: [wgstlogistics@qs.com](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.**

**OCS** WORLDWIDE

For further information please contact | **UK:** Carmen Jones : [exhibitions@ocsworldwide.co.uk](mailto:exhibitions@ocsworldwide.co.uk)  
or  
**US:** Nigel Moyes : [fairs@shipocs.com](mailto:fairs@shipocs.com)  
or  
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
Latin America	Jose Antonio Cruzado	<a href="mailto:jose@qs.com">jose@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

Elaine Delfino Antanaviciene - Event Manager - +44 (0) 207 284 7243

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

<p><b>Venue</b></p>	<p><b>Hotel Unique</b> Av. Brigadeiro Luis Antonio, 4700 Sao Paulo – Brazil 01402-002</p> <p>Tel: +55 (11) 3055 4700 Fax: +55(11) 3889 8100 <a href="http://www.hotelunique.com">www.hotelunique.com</a></p>
<p><b>Access</b></p>	<p>A taxi from the International airport costs around R\$120 (US\$67/€51) one way. Journey time from the airport is 1h without traffic. On-site parking is available – R\$30 (US\$17/€13) per 6hrs.</p>
<p><b>Timetable</b></p>	<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 <b>Internet:</b> Internet access is available at US\$14(€11) per 2hrs + tax (price is subject to change). Internet card/code should be purchased directly with the hotel</p>
<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>	<p><u>The venue will only accept deliveries from 24 August 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><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 - 29 August 2012</b> (Institution Name) <b>Hotel Unique</b> Att.: Fernanda Hussne / Banquet Department Av. Brigadeiro Luis Antonio, 4700 Sao Paulo – Brazil 01402-002</p> <p>Tel: +55 (11) 3055 4700 Fax: +55(11) 3889 8100</p> <p><b>We are providing a central document shipping service through OCS who will contact you directly.</b></p>
<p><b>Hotel</b></p>	<p>The <b>Hotel Unique</b> doesn't guarantee availability, if they have any room available, the special rate to the <b>QS World Grad School Tour</b> starts from R\$930 (US\$516/€394) per night plus tax. Breakfast <b>NOT</b> included. Bookings should be sent directly to Fernanda Hussne at <a href="mailto:fhussne@hotelunique.com">fhussne@hotelunique.com</a></p> <p>The <b>STAYBRIDGE SUÍTES SÃO PAULO</b> (0.80mi from the venue) offers special rates to the <b>QS World Grad School Tour</b> from US\$250(€190) per night plus tax, breakfast included. <u>This rate is only valid for bookings made before 28 June 2012.</u> To ensure this price please use the following link to book your room: <a href="http://goo.gl/AF3V">http://goo.gl/AF3V</a></p>
<p><b>Vaccinations</b></p>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b>You may be denied entry if you do not have the required proof of inoculations.</b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>

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

<p><b>Venue</b></p>	<p><b>Hotel Sheraton Libertador</b> Av. Cordoba, 690 Buenos Aires – Argentina CP C1054AAS</p> <p>Tel: +54 (11) 4321 0000 Fax: +54(11) 4322 9703 <a href="http://www.sheraton.com/libertador">www.sheraton.com/libertador</a></p>
<p><b>Access</b></p>	<p>The closest station is Lavalle station. A taxi from the airport costs around US\$160 (€122) one way. Journey time from the airport is approximately 1hour. On-site parking is available – US\$50 for 12 hours.</p>
<p><b>Timetable</b></p>	<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 Fair &amp; Seminars</b> <b>Breakdown:</b> The room will have to be cleared at 8pm <b>Internet:</b> Internet access is available at US\$25(€19)per day + tax (price is subject to change). Internet card/code should be purchased directly with the hotel.</p>
<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>	<p><u>The venue will only accept deliveries from 28 August 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 - 30 August 2012</b> <b>(Institution Name)</b> <b>Hotel Sheraton Libertador</b> <b>775 Maipu Street</b> <b>Buenos Aires – Argentina</b> <b>C1006AAT</b></p> <p>Tel: +54 (11) 4321 0000 Fax: +54(11) 4322 9703</p> <p><b>We are providing a central document shipping service through OCS who will contact you directly.</b></p>
<p><b>Hotel</b></p>	<p>The <b>Sheraton Libertador</b> offers special rates to the <b>QS World Grad School Tour</b> from US\$150 (€144) per night plus tax. <u>This rate is only valid for bookings made before 29 June 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>
<p><b>Vaccinations</b></p>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b><u>You may be denied entry if you do not have the required proof of inoculations.</u></b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>





Please send your reservation form to the hotel **by 29 June 2012**. To obtain special rates

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

CHECK IN DATE: \_\_\_\_\_

Check in time: \_\_\_\_\_

CHECK OUT DATE: \_\_\_\_\_

Check out time: \_\_\_\_\_

TYPE OF ROOM: Classic Single (USD150\*) \_\_\_\_\_ Classic Double (USD160\*) \_\_\_\_\_  
\*+VAT

CREDIT CARD INFORMATION TO GUARANTEE THE BOOKING:

- American Express                       MasterCard  
 Diners                                       Visa

Name of the cardholder: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/

Security Code: \_\_\_\_\_

SPECIAL REQUESTS:

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Sheraton Libertador Hotel – Av. Cordoba y Maipu – C1054AAS – Buenos Aires – Argentina - Tel. ( 54- 11) 4321- 0000/0099

[micaela.perez@libertador-hotel.com.ar](mailto:micaela.perez@libertador-hotel.com.ar) / Tel: (54-11) 4321-0000/22 Fax: (54-11) 4325-5492

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

<p><b>Venue</b></p>	<p><b>InterContinental Santiago Hotel</b> Av. Vitacura 2885, La Condes Santiago, Chile 7550024</p> <p>Tel: +562 394 2200 Fax: +562 394 2075 <a href="http://www.intercontinental.com/santiago">www.intercontinental.com/santiago</a></p>
<p><b>Access</b></p>	<p>The closest station is Tobalaba which is 800 meters from the hotel. A taxi from the airport costs around US\$66(€50) one way. Journey time from the airport is 25 minutes. On-site parking is available – US\$8(€6) per day.</p>
<p><b>Timetable</b></p>	<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 <b>Internet:</b> Internet access is available for free inside the main room only.</p>
<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>	<p><u>The venue will only accept deliveries from 31 August 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><b>QS World Grad School Tour – 3 September 2012</b> (Institution Name) <b>Hotel InterContinental</b> Att.: Carlo Sepulva Luz 2920, Las Condes Santiago – Chile 7550024</p> <p>Tel: +562 394 2245 Fax: +562 394 2075</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p><b>Hotel</b></p>	<p>The <b>InterContinental Hotel</b> offers special rates to the <b>QS World Grad School Tour</b> from US\$180(€137) per night plus tax. <u>This rate is only valid for bookings made before 3 July 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>
<p><b>Vaccinations</b></p>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b><u>You may be denied entry if you do not have the required proof of inoculations.</u></b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>

## QS WORLD MBA AND WORLD GRAD SCHOOL TOUR SEPTEMBER 2 TO 4, 2012

Hotel name : INTERCONTINENTAL SANTIAGO  
Address : AV. VITACURA 2885 – LAS CONDES – SANTIAGO - CHILE  
Telephone number: 56 2 394-2000 / RESERVATIONS: 56 2 394-2105  
Fax number : 56 2 394-2077  
Email address : [reservas@interconti.cl](mailto:reservas@interconti.cl)  
Website : [www.intercontinental.com/santiago](http://www.intercontinental.com/santiago)

Please send your reservation form to the hotel by **3<sup>rd</sup> July, 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:**

- DELUXE ROOM TO USD \$ 180 (per room per night)  
 DELUXE DOUBLE TO USD \$ 185 (per room per night)  
Full Buffet Breakfast is included – per person per day

**Please mark your special requests:**

- 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 15:00 pm. Check-out time is 12:00

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

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

<p><b>Venue</b></p>	<p>Swissôtel Lima, Via Central 150, Centro Empresarial Real, San Isidro Lima Peru 27</p> <p>Tel: +51 1 421 9888 Fax: + 51 1 611 4401 <a href="http://www.swissotel.com">www.swissotel.com</a></p>
<p><b>Access</b></p>	<p>A Taxi from the airport costs US\$50(€38). Journey time is 30 minutes. Valet Parking is available at the hotel for US\$3.55(€2.70) per hour.</p>
<p><b>Timetable</b></p>	<p><b>Set-up:</b> Exhibitor access from 3pm <b>Fair Open to public:</b> 4pm Pre-Fair Seminar for candidates 5pm – 8pm QS World Grad School Tour Fair &amp; Seminars <b>Breakdown:</b> The room will have to be cleared at 8pm <b>Internet:</b> Internet access is available at US\$113(€86) per day + tax (price is subject to change). Internet card/code should be purchased directly with the hotel</p>
<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>	<p><u>The hotel will only accept deliveries from 3 September 2012</u> with custom duty cleared. A list of materials to be delivered should be sent to the hotel so they can monitor incoming cartons/parcels.</p> <p>Please note that all duty charges must be cleared prior to the hotel accepting any cartons/parcels.</p> <p>All deliveries should be clearly marked:</p> <p>C/O Daniela Nieto Urbieta QS World Grad School Tour - 5 September 2012 (Institution Name) Swissôtel Lima, Via Central 150, Centro Empresarial Real, San Isidro Lima - Peru - 27</p> <p>Contact: Daniela Nieto Urbieta Tel: +51 1 611 4423 Fax +51 1 421 4360</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p><b>Hotel</b></p>	<p>The Swissôtel Lima offers special rates to the QS World Grad School Tour from US\$190 (€145) per night plus tax (breakfast included). <u>This rate is only valid for bookings made before 1 August 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><b>Vaccinations</b></p>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b>You may be denied entry if you do not have the required proof of inoculations.</b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>

**SWISSOTEL LIMA, PERU**

Vía Central 150 Centro Empresarial Real San Isidro, Lima 27

Telephone 511 - 4219888

Fax 511- 6114401

manuel.calle@swisslim.com.pe

www.swissotel.com/es/lima

Please send your reservation form to the hotel **by 1 August 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 \$190.00 (per room per night)
- Swiss Deluxe Superior \$200.00 (per room per night)
- Executive Room \$270.00 (per room per night)

Rates do not include taxes. Please add 18% VAT and 10% service charge. Foreigners do not pay 18% VAT taxes showing their passports at check in time.

**Buffet Breakfast included and served at "Le Café" restaurant**

**Please mark your special requests:**

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

Special requests: \_\_\_\_\_

Reservation confirmed: \_\_\_\_\_ (date) \_\_\_\_\_

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



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

<p><b>Venue</b></p>	<p><b>Hotel Caracas Palace</b> Av. Luis Roche s/n Caracas – Venezuela 1060</p> <p>Tel: +58 212 771 1000 Fax: +58 212 771 2000 <a href="http://www.caracaspalace.com">www.caracaspalace.com</a></p>
<p><b>Access</b></p>	<p>The closest station is Altamira which is 15 meters from the hotel. A taxi from the airport costs around US\$65 (€50) one way. Journey time from the airport is 1h. On-site parking is available – US\$12(€9) per day. FOR SAFETY REASONS WE ADVISE YOU TO BOOK A HOTEL TRANSFER.</p>
<p><b>Timetable</b></p>	<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 Fair &amp; Seminars</b> <b>Breakdown:</b> The room will have to be cleared at 8pm <b>Internet:</b> Internet access is available for free inside the main room only</p>
<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>	<p><u>The venue will only accept deliveries from 3 September 2012 with custom duty cleared. A list of materials to be delivered should be sent to the venue so they can monitor incoming cartons/parcels.</u></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 – 7 September 2012</b> (Institution Name) <b>Hotel Caracas Palace</b> Av. Luis Roche s/n Caracas – Venezuela 1060</p> <p>Tel: +58 212 771 1000 Fax: +58 212 771 2000</p> <p><b>We are providing a central document shipping service through OCS who will contact you directly.</b></p>
<p><b>Hotel</b></p>	<p>The <b>Hotel Caracas Palace</b> offers special rates to the <b>QS World Grad School Tour</b> from US\$285(€218) per night plus tax. <u>Please send your reservation form ASAP, the rate is subject to change without prior notice.</u></p> <p>Please quote <b>QS World Grad School Tour</b> and use the attached hotel reservation form to book.</p>
<p><b>Vaccinations</b></p>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b>You may be denied entry if you do not have the required proof of inoculations.</b> <u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area. Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></p>

Caracas Palace Hotel  
Avenida Luís Roche, Altamira, Caracas 1060 - Venezuela  
Telephone number: 0058-212-771.10.00  
Fax number: 0058-212-771.20.00  
Email address: [reservations@caracaspalace.com](mailto:reservations@caracaspalace.com)  
Website: [www.caracaspalace.com](http://www.caracaspalace.com)

**Please send your reservation form to the hotel ASAP.  
The rate is subject to change without prior notice.**

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

**Please mark your preferred room category:**

- Single Occupancy USD285 (per King Size Bedroom per night)  
 Double Occupancy USD330 (per King Size Bedroom per night)

Rates exclude taxes - Buffet Breakfast included

**Please mark your special requests:**

- Non Smoking Room     Smoking Room (Not available)  
 King Size Bed         Twin Room (\$350)

Special requests: \_\_\_\_\_

Reservation confirmed: \_\_\_\_\_ Date: \_\_\_\_\_

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

CARACAS  
*Hotel*  
PALACE

Credit Card Authorization Form

Name (as printed on card)				
Company				
Credit Card Type	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express	<input type="checkbox"/> Master Card	<input type="checkbox"/> Otra
Issuer Bank (required)			Country	
Credit Card Number				
Expiration date				
Security Code				
Passport Number				
Telephone number				
Fax				
Date				
Address for card				

I here by authorize the Hotel or its agents to charge the credit card for the indicated expenses:

Lodging services		Guest name:			# Cnf:		
Room night & Tax	<input type="checkbox"/>	Entrada (Check In):			Salida (Check out):		
Incidentals	<input type="checkbox"/>						
		Day	Month	Year	Day	Month	Year
Banquet services		Details:					

Signature

\_\_\_\_\_

Day	Month	Year

Please send this form duly signed along with a legible copy of both sides of the credit card and passport or any other official identification document to the attention of Reservations, fax number (58) 212 771 2000 or to the Hotel corporate offices fax number (58) 212 286 7707.

All the information described may be required by the credit card issuer's bank or by the bank which made the transaction on behalf of the hotel or their agents. The Hotel will not disclose any of this information except and exclusively for the purpose of the transaction hereby authorized.

**Caracas Palace Hotel.**

Av. Francisco de Miranda con Av. Luis Roche. Frente a la Plaza Altamira. Altamira. Caracas. Venezuela

Teléfono (58) (212) 771 1000

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

<p><b>Venue</b></p>	<p><b>JW Marriott Bogota</b> Calle 73, 8-60 Bogota, Colombia</p> <p>Tel: +571 481 6000 Fax: +571 480 1313 <a href="http://www.marriott.com/bogjw">www.marriott.com/bogjw</a></p>
<p><b>Access</b></p>	<p>A taxi from the airport costs around US\$20(€15) one way. Journey time from the airport is 40 to 50 min. On-site parking is available – US\$7(€5) per 12hrs.</p>
<p><b>Timetable</b></p>	<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</p> <p><b>Breakdown:</b> The room will have to be cleared at 8pm <b>Internet:</b> Internet access is available at US\$20(€15) per day + tax (price is subject to change). Internet card/code should be purchased directly with the hotel</p>
<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>	<p><u>The venue will only accept deliveries from 6 September 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><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 – 10 September 2012</b> (Institution Name) <b>JW Marriott Bogota</b> Att.: Nury Guitierrez Jimenez Calle 73, 8-60 Bogota, Colombia</p> <p>Tel: +571 481 6000 Ext. 6104 Fax: +571 480 1313</p> <p>We are providing a central document shipping service through OCS who will contact you directly.</p>
<p><b>Hotel</b></p>	<p>The <b>JW Marriott Bogota</b> offers special rates to the <b>QS World Grad School Tour</b> from US\$259(€198) per night plus tax. <u>This rate is only valid for bookings made before 9 August 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>
<p><b>Vaccinations</b></p>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b>You may be denied entry if you do not have the required proof of inoculations.</b> <u><b>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area. Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</b></u></p>

**BEDROOM BOOKING FORM.**



**JW Marriott Bogota**  
Address: Calle 73#8-60  
Contact: Ericka Albarracin  
Telephone number: 571 481-6000 Extn 5106  
Fax number: 571 480-1313  
Email address: [Erika.albarracin@marriott.com](mailto:Erika.albarracin@marriott.com)  
Website: [www.marriott.com/bogjw](http://www.marriott.com/bogjw)

Please send your reservation form to the hotel by **Thursday 9<sup>th</sup> of August, 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 \$ 259 (per room per night).

Rates exclude taxes.  
Included Full Buffet Breakfast

**Please mark your special requests:**

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 15:00 pm. Check-out time is 12:00 PM

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



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

<p><b>Venue</b></p>	<p><b>Hotel Sheraton Maria Isabel &amp; Towers</b> Paseo de la Reforma, 325 Mexico City , Mexico 06500</p> <p>Tel: +52 55 52 42 5555 Fax: +52 55 55 33 2686 <a href="http://www.starwoodhotels.com">www.starwoodhotels.com</a></p>
<p><b>Access</b></p>	<p>The closest station is Insurgents which is 5 minutes walking from the hotel. A taxi from the airport costs around US\$25(€19) one way. Journey time from the airport is 1.30hrs. On-site parking is available – US\$17(€13) per day.</p>
<p><b>Timetable</b></p>	<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 <b>Internet:</b> Internet access is available at US\$10(€8) per day + tax (price is subject to change). Internet card/code should be purchased directly with the hotel</p>
<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>	<p><u>The venue will only accept deliveries from 10 September 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><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 – 12 September 2012</b> (Institution Name) <b>Hotel Sheraton Maria Isabel &amp; Towers</b> <b>Att.: Rocio Herrera</b> Paseo de la Reforma, 325 Mexico City , Mexico 06500</p> <p>Tel: +52 55 52 42 5555 Fax: +52 55 55 33 2686</p> <p><b>We are providing a central document shipping service through OCS who will contact you directly.</b></p>
<p><b>Hotel</b></p>	<p>The <b>Sheraton Maria Isabel</b> offers special rates to the <b>QS World Grad School Tour</b> from US\$120(€92) per night plus tax. <u>This rate is only valid for bookings made before 31 August 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>
<p><b>Vaccinations</b></p>	<p>Please make sure you are aware of which inoculations will be required for each country you are visiting. <b><u>You may be denied entry if you do not have the required proof of inoculations.</u></b> <b><u>A Yellow fever vaccination certificate is required for travellers arriving from a yellow-fever infected area.</u></b> <b><u>Infected Areas include: Brazil, Columbia, Peru, and Venezuela.</u></b></p>



## QS World Grad School Tour

### BEDROOM BOOKING FORM

#### SHERATON MARIA ISABEL HOTEL & TOWERS

Ave. Reforma 325 Col. Cuauhtémoc  
C.P. 06500 México, D.F.  
5255-5242-5555  
5255-5208-4090  
[alicia.betancourt@sheraton.com](mailto:alicia.betancourt@sheraton.com)  
[www.sheraton.com](http://www.sheraton.com)



Please send your reservation form to the hotel by **31<sup>st</sup> August**. 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 \$120.00 USD (per room per night)
- Executive Room \$180.00 USD (per room per night)
- Rates exclude taxes  
Full Buffet Breakfast is available for \$15.00 USD – per person per day

#### 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 15:00 pm. Check-out time is 13:00 PM

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

Paseo de la Reforma #325, México, DF. 06500  
Teléfono +5255 5242 5641 Fax +5255 5208 4090  
Website [www.sheraton.com/mariaisabel](http://www.sheraton.com/mariaisabel)