

Travel Agency Ticketing Instructions

For the **HNMUN 2012** event to be held in **Boston, MA, U.S.A.**, Lufthansa offers discounts to eligible passengers (Event participants, accompanying persons and guest speakers).

Discounts are applicable on any flight operated with a Lufthansa flight number.

The event fares must not be made public. Eligible passengers shall be informed that Lufthansa is the Official Airline to the event and that tickets can be purchased through an IATA / ARC Travel Agency or on a dedicated event booking platform. A link to this online booking platform must be provided by **Harvard National Model United Nations, Harvard Int'l Relations Council, Student Organization Center at Hilles** on the event webpage <http://hnmun.org>

Discounts: a **manual** calculation of the discounted fare is required. The discounts must be taken from the base published fare, with booking classes as shown below, which is published in the Computerized Reservation System (CRS) as an open fare - IATA fares as well as unique LH fares. These base fares can be retrieved in the CRS using the following entries (replace AAA with origin city code and BBB with destination city code):

AMADEUS: FQD AAABBB/R,U/ALH
GALILEO: FD AAABBB/LH
SABRE: FQ AAABBB-LH
SITA: FSD AAABBB/LH/EUR
WORLDSPAN: 4F AAABBBSR-LH

First and Business Class Fares:

Booking Class F* / J* / C* / D 10 % discount
Booking Class Z** 0 % discount

Economy Class Fares:

Booking Class Y* / B / M / P 15 % discount
Booking Class H / Q / G / K 10 % discount
Booking Class V / W 5 % discount

* Discounts taken off the published F, J, C or Y Class fares must be booked in A, C, D or B Class respectively.

** No discount off the published Z Class fares, but the special conditions as shown below apply

Eligibility: fares are only valid for accredited eligible passengers (event participants, accompanying persons and guest speakers). The accompanying person must always travel together with the event participant to and from the destination of the event.

Validity: Outbound travel may not commence earlier than **09FEB12** and not later than **19FEB12**.

Point of Sale: all tickets from all origin cities to be issued by Travel Management Companies shown in Attachment B of the Agreement.

Booking Class: as per applicable base fare rule.

Exception: Discounts taken off the published F, J, C or Y Class fares must be booked in A, C, D or B Class respectively.

Option 1 - Minimum Stay: 1 day Advanced Purchase Period: Minimum 3 days

Option 2 - Minimum Stay, Maximum Stay, Advanced Purchase Period: as per applicable base fare rule.

Stopovers, Transfers, Cancellations, Refunds, Changes, Re-Issues, Combinations: as per applicable base fare rule.

Flight application: discounted fares and conditions apply on **any Lufthansa (LH) flight number including code-share flights operated by partner airlines** - as long as this is allowed for the applicable base fare rule

Fare basis / ticket designator: as per applicable base fare rule followed by **/MC10**

Endorsement: **valid on LH flight numbers only**

Tour Code: **LH9EVUS430**

Airport fee / taxes: applicable - no discount permitted.

Please note that misuse of these private fare codes (i.e. to any other destination besides Boston or for any outbound departure date not between 09FEB12 and 19FEB12 will result in an ADM being raised to the non-discounted published fare level.

For any questions, please contact your local Lufthansa Sales and Service Team and refer to the **Harvard National Model United Nations, Harvard Int'l Relations Council, Student Organization Center at Hilles** MICE agreement stored in the Lufthansa intranet under: <https://eteaming.ebase.dlh.de/groups/mice-lh-meetings-events>