

IMPERIAL

Careers Service

Careers Events

Booking Terms and Conditions for organisations

By submitting your booking, you are committing your organisation to participate in our event. If your circumstances change and you either cancel or do not participate, the Careers Service reserves the right to make a charge for your cancellation/non-participation.

If you cancel **more than two weeks** before the event - £75 + VAT.

If you cancel/do not participate **less than two weeks** before the event - £150 + VAT.

Please note, that by submitting your booking, you are agreeing to these cancellation/nonparticipation terms.

General Guidelines

- The event is only for Imperial College students, alumni, and staff. Therefore we request that the event is not advertised via your website/social media, etc.
- The Careers Service will handle all the marketing for these events, via our various marketing options.
- The Careers Service will put into place a registration process for our students to attend.

Attendance numbers

By registering students for these events, the Careers Service will have a good indication of the numbers of expected students. In the event that we have insufficient interest, the Careers Service reserves the right to cancel the event. In these circumstances, we will contact you, as soon as possible, to make sure that you are not inconvenienced.



Disclaimer

The events that the Careers Service provides are considered to form part of a professional and learning environment, and therefore should offer the same protections, opportunities and welcome to all participants. With this in mind, we adhere to the [Imperial Event Code of Conduct](#) - which sets out a code of conduct, and considerations of equality, diversity and inclusion for those planning and participating in events.

Circumstances beyond our control

The Careers Service is not responsible for any loss or damage as a result of substitution, alteration or cancellation/postponement of an event. Imperial College shall assume no liability whatsoever should an event be cancelled, rescheduled, or postponed due to a fortuitous event, Act of God, student protests/demonstrations, unforeseen occurrence or any other event that renders performance of this event impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: fire, labour strike, bomb alert, building evacuation, weather conditions or other emergency.

