Events on campus

General

- Events held at King’s College London will be open to current students and recent alumni (within the past two years) only – please do not advertise events externally unless express permission is granted from King’s Careers & Employability.
  - In certain circumstances we may allow organisations to open their own commercial events to students of other select universities, however this is solely at the discretion of the Events & Experiential Learning Manager and an additional fee will be levied on your booking.
- King’s Careers & Employability are unable to guarantee attendance at events held on campus.
  - We will oversubscribe events by up to 30% in order to accommodate any non-attendance on the day and operate a strict non-attendance policy for students and alumni.
- Booking of all commercial employer activity (including careers fairs, employer presentations and promotions) at King’s College London should be made through King’s Careers & Employability only
  - King’s Venues will review incoming bookings made direct and forward these for approval to our team.
  - Booking of rooms on campus is subject to King’s Venues’ terms and conditions.
- Employer presentations and on-campus activity should be conducted in English unless there is a specific reason as to why the event is required to be undertaken in a different language.
  - Confirmation of this is at the discretion of the Events & Experiential Learning Manager or Head of Employer Engagement.
- King’s Careers & Employability is unable to share identifiable student data with employers/speakers or other external parties attending or hosting events.
  - If you wish to collect identifiable student data at events, this is at your own discretion and you are responsible for the collection, confidentiality and control of this data. Neither King’s Careers & Employability, nor King’s College London will be liable for any breach of data protection or confidentiality in these circumstances.
- All events and activities will be promoted through our King’s CareerConnect portal.
  - By participating in our panel events and speed meets as a speaker and/or alumnus we will request a short biography to make available to students viewing the event listing in advance, making clear how this will be processed and shared.
  - We Lecture Capture many of our panel events so we can share them with students through our online learning platform.
  - All event listings and employer information contained within (including speaker biographies) are automatically archived two years following the last date of their occurrence as per our King’s CareerConnect data protection and privacy statement.
  - In submitting an event booking/request form you are requesting that this appear on our website(s) and grant permission that King’s Careers & Employability may reproduce the event (in whatsoever form we see appropriate) through other advertising services we consider viable (e.g. social media).

Booking process

- All booking requests will usually be acknowledged within 48 hours of receipt however bookings are not confirmed until written confirmation is sent.
- Submission of a booking request does not guarantee a place at our events as King’s Careers & Employability seeks to offer the most appropriate range of organisations for each event and therefore reserves the right to decline a booking request.
Payment and cancellation policy

- Payment is made either via King’s eStore (careers fairs, networking nights, employer presentations, careers cafes) or by invoice, where payment is not possible via the eStore or is for bespoke events
  - Payment can be made by credit or debit card, with immediate receipt of purchase.
  - Please note, King’s eStore does not accept payment via American Express.
- Invoices will be usually raised within 14 days of your booking confirmation and sent to your central Accounts Payable team as outlined from the details completed in your initial booking request – note, we are unable to send invoices direct to contacts in the graduate recruitment, HR or other similar team within your organisation.
- Payment is accepted in pounds sterling only to the account shown on university invoices with all payment due within 30 days of the invoice date.
- The organisation is responsible for paying any associated bank charges which may arise through payment of the invoice.
- A final briefing pack will be distributed one week before your event.
- King’s Careers & Employability reserves the right to cancel any booking(s) for which payment has not been made within 30 days of receipt.
- King’s Careers & Employability reserves the right to make an administration charge of £60.00 in the case of reissuing of an invoice for any of the following reasons:
  - Supplied incorrect details on the booking request form.
  - Neglected to inform us that invoicing details had changed subsequent to booking.
  - Did not provide purchase order number or other required information.
- Cancellations for events booked on campus must be notified in writing to employers@kcl.ac.uk

Careers Fairs, Networking Nights & Future Advantage

- Organisations cancelling attendance at careers fairs and networking nights will incur charges as below:
  - Less than 12 weeks’ notice: 50% of the total bill.
  - Less than 8 weeks’ notice: 100% of the total bill.
  - Where there is no charge for a fair, networking night or Future Advantage workshop, a fee of £100 + VAT will be applied to any non-attendance or cancellation less than 4 weeks’ notice is given.

Employer Presentations, Careers Cafes & Promotions

- Organisations cancelling presentations, careers cafes and/or promotions will incur charges as below:
  - Less than 4 weeks’ notice: 50% of the total bill.
  - Less than 2 weeks’ notice: 100% of the total bill.

- Organisations failing to attend their booked event will still be liable for the full payment.
- King’s Careers & Employability shall not be liable for any compensation in the event of an activity being cancelled or amended due to action(s) outside of our direct influence, including, but not limited to:
  - Industrial strike action.
  - Transportation delays or cancellations.
  - Adverse weather conditions.

Careers fairs and networking nights on campus

- We reserve the right to allocate attendees at careers fairs and networking nights to whichever stand position or location is deemed appropriate by the organisers.
- At careers fairs, due to space restrictions, we reserve the right to refuse the erection of stands larger than 3m or three panels wide and 1.8m deep.
- At networking nights, due to space restrictions, employers are only able to bring one pull-up banner onto campus.

Bespoke promotional activity

- Due to space restrictions in some locations, we reserve the right to refuse the erection of stands larger than 3m or three panels wide and 1.8m deep and to make a charge of up to 30% of the cost of attendance for failure to comply.
All employers undertaking an on campus promotion requiring construction of stands, tents or other exhibition stands should submit a risk assessment to the Events & Experiential Learning team a minimum of one week ahead of the planned date of the activity on employers@kcl.ac.uk

Indemnity for injury and/or damage to property

- Neither King’s Careers & Employability nor King’s College London accept responsibility or liability for any loss, damage, cost or expenses incurred which may arise in respect to any property and/or equipment brought onto campus, sent to events or left following the completion of an event.
- Except in circumstances where the university is proven to be negligent, individuals agree, both on their own behalf and on behalf of their organisation(s) that they will be responsible and release and indemnify the university and its staff from liability for personal injury, accidents or fatality.
- All materials and/or equipment should be clearly labelled with the organisation’s details, return name and address and arrive on the day of the event and be removed following conclusion of the event.

- Organisations wishing to send materials and/or equipment to events are able to do so as below:
  - **Events at Strand Campus:**
    - ‘[event name], King’s Careers and Employability, King’s College London, Strand Lane, London WC2R 2LS’.
  - **Events at Strand Campus (Bush House Centre Building):**
    - ‘Events & Experiential Learning, Employer Engagement, [event name], Post Room, Bush House – Centre Building, 30 Aldwych, London WC2B 4BG’.
  - **Events at Waterloo Campus:**
    - ‘Events & Experiential Learning, Employer Engagement, [event name], Post Room, Loading Bay, Franklin Wilkins Building, 150 Stamford Street, London SE1 9NN’.
  - **Events at Denmark Hill Campus:**
    - ‘Events & Experiential Learning, Employer Engagement, Goods In, [event name], James Black Centre, 125 Cold Harbour Lane, Camberwell, London SE5 9NU.
  - **Events at Guy’s Campus:**
    - Full details will be provided by the Employer Engagement Team in advance of your event.

Photography and filming

- King’s Careers & Employability reserves the right to take photographs and video at events held on campus.
- Most panel events will be recorded through Lecture Capture and made available to students through KEATS, the King’s online learning platform.
- Images/video taken may be used for marketing materials in both print and digital form and available to both internal and external audiences.
- By submitting a booking request you are granting King’s Careers & Employability permission to undertake photography and filming and use these images/videos in our marketing.
- If, for whatever reason, you wish for an image/video to be removed please contact employers@kcl.ac.uk and this will be actioned within 14 days of receipt of your request.
- Organisations wishing to film or photograph any event on campus must request permission no less than two weeks’ in advance to employers@kcl.ac.uk. Permission is granted at the discretion of the Events & Experiential Learning Manager.
- External organisations may not use the university’s crest, logo or logo of any of the university’s faculties, departments or schools without written permission from King’s College London.

Student protest and security

- Where the potential for attracting student protest exists organisations will notify King’s Careers & Employability with at least 48 hours’ notice prior to an event taking place.
- King’s Careers & Employability will seek advice from our own security team and provide clear information to students of any requirements to ensure personal safety.
- King’s Careers & Employability will agree roles and procedures, giving due regard to the University’s policies and procedures promoting good campus relations.
Working with recruitment agencies and third parties

- Direct recruiters will be given priority for all engagement with King’s Careers & Employability.
- King’s Careers & Employability will not permit recruitment organisations, third party recruiters, professional bodies or other educational providers to hold employer presentations, skills workshops, careers cafes or an on campus promotion.
  - Attendance at careers fairs is at the sole discretion of the Events & Experiential Learning Manager or Head of Employer Engagement.
- Where employers utilise the services of outsourcing companies to manage aspects of their recruitment activity King’s Careers & Employability requires that representatives in attendance are from the direct employer and will require written confirmation from the direct employer.

Events off campus

- King’s Careers & Employability will advertise, free of charge, careers-related events to our students and recent graduates including (but not limited to) company presentations, networking events, skills workshops and conferences.
- Organisations wishing to advertise such events must complete the relevant request form on our website to ensure it is listed on our King’s CareerConnect platform.
  - We will not accept events by email, post or delivered in hard copy.
- King’s Careers & Employability reserves the right not to advertise any events which are deemed not to meet the best interests of our students and graduates. This may include:
  - Events which require excessive amounts of personal data to be distributed.
  - Events which do not provide a clear and detailed description of what they entail.
  - Events which charge students or graduates to attend, require a deposit for attendance or advertise paid services.
  - Events which primarily offer the same services as those offered by King’s Careers & Employability or scheduled at times inconvenient to students or graduates.
  - Events which do not meet the requirements of the College Statement on Equality and Diversity.

Competitions, awards and scholarships

- King’s Careers & Employability may advertise competitions, business games and awards on our website and via our social media channels, but not on our main events calendar.
- We request that organisations submit a summary of the opportunity, including a link to access further information using this online form

Updated: January 2019

Andrew Wright, Head of Employer Engagement

*King’s Careers & Employability is a member of the Association of Graduate Careers Advisory Services (AGCAS) and as such upholds their codes of best practice in graduate recruitment.*