

Advertising, Attending & Hosting Careers Events with King's College London

Policies and Terms & Conditions

This policy applies to all organisations engaging with King's College London and should be read in collaboration with our [policy for working with third parties](#) where applicable.

Events hosted by King's College London (on our premises or virtually)

1. Definitions (in alphabetical order)

- 1.1 **Booking(s)** means your booking for a Virtual or 'in person' Space at the relevant Event hosted by King's College London.
- 1.2 **Booking Request Form** or **Booking Form** refers to the online form which specifies the particulars of your request and/or any agreement between both parties.
- 1.3 **Campus(es)** refers to any or all of the five physical campuses where King's College London has an academic presence (Denmark Hill, Guy's, St Thomas', Strand, Waterloo).
- 1.4 **Careers Café(s)** refers to a specific event type hosted by King's College London to enable employers to engage with students in small group activity including, but not limited to, drop-ins, coffee chats or coffee mornings either Virtually or in person.
- 1.5 **Careers Fair(s)** refers to any physical or Virtual fair which is hosted by King's College London for the benefit of our students and alumni.
- 1.6 **Charge(s)** or **Fee(s)** refers to any monetary charge levied by us in respect of the provision as set out in a Booking Form.
- 1.7 **Discover/Discover Careers In** refers to our series of employer and Alumni-led Virtual and in-person panel events held throughout the academic year.
- 1.8 **Employer Engagement** refers to the Employer Engagement teams of King's Careers & Employability, including Employer Relations & Development (ERD), Events & Experiential Learning (EEL), King's Internships (KI) or Global Placements (GP).
- 1.9 **Employer Presentation(s)** refers to any Event requested to be by You with King's College London as a bespoke Event, which may be a presentation, webinar, panel, conference or other.
- 1.10 **Employer Promotion(s)** refers to any Event requested to be hosted at King's College London by You as a bespoke Event, which may be an interior or exterior bespoke set-up, including but not limited to, coffee carts, installations, giveaways or other.
- 1.11 **Event(s)** specifies the event(s) as indicated in your booking request or form.
- 1.12 **Events & Experiential Learning Manager** refers to the postholder in King's Careers & Employability or their nominated deputy in their absence.
- 1.13 **Focussed Festival(s)/Event(s)** refer to our series of Virtual activities enabling employers to engage with our Students and Recent Alumni through drop-ins, webinars, Careers Fairs and associated content delivery, which may include Future Advantage workshops, Careers Cafes, Employer Presentations and Employer Promotions or other.
- 1.14 **Future Advantage** refers to our series of virtual and 'in person' workshops, mock assessment centres or interviews which employers are invited to take part or contribute to.
- 1.15 **Head of Employer Engagement** refers to the postholder in King's Careers & Employability or their nominated deputy in their absence.
- 1.16 **IT System(s)** refers to those systems hosted or owned by King's College London or You for the purposes of hosting or conducting an Event virtually.
- 1.17 **KEATS** refers to the online virtual learning environment hosted by King's College London and which is used to share recordings with Students and recent Alumni. Whilst utilised for some Virtual Event activity, direct Organisation access is not available.

- 1.18 **King's CareerConnect** refers to the brand of the careers service management system utilised by King's Careers & Employability to host Event listings, organisation profiles and conduct Bookings.
- 1.19 **King's Careers & Employability** (which shall also be referred to as 'our', 'we' and 'us') means the careers service of King's College London, used in this document interchangeably with 1.20.
- 1.20 **King's College London** (which shall also be referred to as 'our', 'we' and 'us') means King's College London, a university with charitable status, established under Royal Charter and having its registered office at Strand, London WC2R 2LS, United Kingdom, used in this document interchangeably with 1.19.
- 1.21 **King's eStore/eStore** refers to the online shopping site of King's College London enabling you to pay any charges levied securely online.
- 1.22 **King's Food** refers to the commercial catering function of King's College London, through which all requests for catering or hospitality for 'in person' delivery are made via King's Careers & Employability.
- 1.23 **King's Venues** refers to the commercial events and conferencing function of King's College London.
- 1.24 **Networking Night(s)** refers to any physical or virtual networking night which is hosted by King's College London for the benefit of our students and alumni.
- 1.25 **Organisation(s)** (which shall also be referred to as 'employer', 'third-party', 'you' and 'your') refers to the person, firm or organisation which engages us to provide the Services at our Premises or using our IT Platforms, as set out in the Booking Request Form.
- 1.26 **Premises** refers to any physical premises owned or managed by King's College London for the duration of the activity at which the relevant Event is taking place, as set out in the Booking Form (including buildings, sports grounds, accommodation and leased premises).
- 1.27 **Presentation Booking(s)** refers to hiring physical Space on our Premises or utilising our IT Platforms through us for a bespoke Event promoting your organisation.
- 1.28 **Recent Alumni/Alumni** refers to Alumni of King's College London who have completed a course of study within the last two years.
- 1.29 **Registration** refers to the process of pre-booking Students and Recent Alumni onto the Event(s).
- 1.30 **Space** refers to a physical or virtual allocation to host an Event at King's College London.
- 1.31 **Speed Meet(s)** refers to a specific Event hosted by King's College London to enable our Students and Recent Alumni to engage with individuals undertaking work across a variety of sectors to highlight their own individual experiences.
- 1.32 **Students** refers to currently enrolled Students of King's College London (or other agreed institutions where applicable).
- 1.33 **Virtual** refers to any Event which is hosted online through our or your IT platforms.
- 1.34 **Virtual Campus/Virtual Learning Environment** refers to the concept of Student activity which is hosted in a Virtual capacity across the King's College London community in a fully-integrated Virtual learning environment.

2. General terms

- 2.1 Events hosted by King's College London will be open to King's College London students and recent alumni – please do not advertise events externally unless express permission is granted from us.
- 2.1.1 In certain circumstances we may allow you to open your own recruitment events to students of other select universities, however this is solely at the discretion of the Events & Experiential Learning Manager.
- 2.1.2 Where 2.1.1 is agreed, an additional fee will be levied on your booking.
- 2.1.3 Registration for all focussed festivals, careers fairs, networking nights and Future Advantage sessions will be managed through King's CareerConnect.
- 2.1.4 Registration for all employer presentations and careers cafes should be conducted through King's CareerConnect by default but on agreement you may utilise alternative registration systems.
- 2.1.4.1 If you wish to run your own registration, we will assume non-King's Students may attend and the aforementioned additional fee will be levied on your booking by default.
- 2.1.4.2 Where 2.1.4.1 applies, names of attendees must be sent to King's Careers & Employability at least 24 hours before the event.
- 2.2 We are unable to guarantee attendance at events we host.
- 2.2.1 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 (pdf)** for students and recent alumni.

- 2.3 Booking of all commercial employer activity (including focussed festivals, careers fairs, employer presentations and employer promotions) with us should be made through our Employer Engagement teams only.
- 2.3.1 King's Venues will review incoming bookings made direct with them and forward these for approval or rejection to our team.
- 2.3.2 Our decision shall be final with regard to progression of booking these activities on our premises, using our IT systems or using premises owned or managed by King's College London.
- 2.3.3 Booking of space on our premises is subject to **King's Venues' terms and conditions**.
- 2.4 Employer presentations and recruitment 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.
- 2.4.1 Confirmation of this is at the sole discretion of the Head of Employer Engagement.
- 2.5 We are unable to share identifiable student data with you or other external parties attending or hosting events.
- 2.5.1 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.
- 2.5.2 Neither King's Careers & Employability, nor King's College London will be liable for any breach of data protection or confidentiality in these circumstances.
- 2.6 All events and activities will be promoted through our King's CareerConnect platform.
- 2.6.1 By participating in our Discover Careers In 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 data will be processed and shared.
- 2.6.2 We record or lecture capture many of our physical and virtual events so we can share them with students through KEATS.
- 2.6.3 All event data contained within listings (including speaker biographies) are automatically archived two years following the last date of their occurrence as per our **King's Careers & Employability Confidentiality, Data Protection & Privacy Policy (pdf)**.
- 2.6.4 In submitting a booking request form you are requesting that this appear on our website(s) and grant permission that we may reproduce the event (in whatsoever form we see appropriate) through other advertising services we consider viable (e.g. social media).
- 2.7 External organisations may not use our crest, logo or logo of any of our faculties, departments or schools without express advance written permission from us via **brand@kcl.ac.uk**

3. Booking process

- 3.1 All event bookings or requests must be notified using the relevant booking request forms available on our website (**www.kcl.ac.uk/employers**).
- 3.1.1 No bookings or attendance will be confirmed using any other means and we reserve the right not to honour any arrangements or interest which does not comply with this process (e.g. via email).
- 3.2 All booking request forms will usually be acknowledged within five working days of receipt; however, submissions are not confirmed until written confirmation is sent.
- 3.2.1 Where a bespoke event is agreed, it is not confirmed until we send you the direct booking link in King's CareerConnect.
- 3.2.2 You must then book into the event at least seven days before the event date.
- 3.2.3 If you have not booked in seven days before the event, we cannot guarantee the event will take place.
- 3.2.4 A final briefing pack will be distributed at least seven days before your event.
- 3.3 Submission of a booking request does not guarantee an event will be hosted or a space at our events as we seek to offer the most appropriate range of organisations for each event and therefore reserves the right to decline a booking request.
- 3.4 We reserve the right not to host any events which are deemed not to meet the best interests of our students and alumni. This may include:
- 3.4.1 Events from organisations who do not meet our overarching **Statement of Professional Standards & Terms (pdf)**
- 3.4.2 Events which do not meet the requirements of the **College Statement on Equality and Diversity**.
- 3.4.3 Events which require excessive amounts of personal data to be distributed.
- 3.4.4 Events which do not provide a clear and detailed description of what they entail.
- 3.4.5 Events which charge students or graduates to attend, require a deposit for attendance or advertise paid services.
- 3.4.6 Events which primarily offer the same services as those offered by us or scheduled at times inconvenient to students or graduates.

4. Payment terms

- 4.1 Where a fee(s) is levied for hosting or attending an event, payment is made either through King's eStore (focussed festivals, careers fairs, networking nights, presentations, careers cafes) *or* Invoice (where payment is not possible via our eStore or for bespoke activity) – *please note, King's eStore does not accept payment via American Express*.
- 4.1.1 Payment of fees or charges for all event activity is required upfront, in advance of the event taking place, including any additional fees levied by King's Food for payment of catering.
- 4.1.2 Payment of charges is accepted in pounds sterling only to the account shown on university invoices/King's eStore.

- 4.2 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 with all payment due within 30 days of the invoice date.
- 4.3 In both cases outlined in 4.1, payment can be made by credit or debit card for immediate receipt of purchase.
- 4.4 You are responsible for paying any associated bank charges which may arise through payment of the charges.
- 4.5 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:
 - 4.5.1 Supplied incorrect details on the booking request form.
 - 4.5.2 Neglected to inform us that invoicing details had changed subsequent to booking.
 - 4.5.3 Did not provide purchase order number or other required information.

5. Cancellation and termination policy

- 5.1 We reserve the right to cancel any booking(s) for which any payment due has not been made via King's eStore prior to the event taking place, or within 30 days of receipt of an invoice (whichever is sooner).
- 5.2 Notification of cancellation for events hosted by us must be provided in writing to employers@kcl.ac.uk
- 5.3 Organisations cancelling attendance at **focussed festivals, careers fairs, networking nights** or **future advantage** workshops will incur charges as below:
 - 5.3.1 Less than 12 weeks' notice: 50% of the total bill.
 - 5.3.2 Less than 8 weeks' notice: 100% of the total bill.
- 5.4 Where there is no charge for a focussed festival, careers fair, networking night or workshop, a fee of £100 + VAT will be applied to any non-attendance or cancellation where less than 4 weeks' notice is given.
- 5.5 Organisations cancelling attendance for standalone **employer presentations/events, promotions** or **careers cafes** will incur charges as below:
 - 5.5.1 Less than 4 weeks' notice: 50% of the total bill.
 - 5.5.2 Less than 2 weeks' notice: 100% of the total bill.
- 5.6 Organisations failing to attend their booked event will still be liable for the full payment of associated charges.
- 5.7 We reserve the right to terminate any event up to and including the day of the event, and in doing so, your booking immediately on giving written notice, and without liability to you, if:
 - 5.7.1 You have not made full payment of all associated fees or charges.
 - 5.7.2 You are in material breach of your obligations as outlined in this document and such a breach is failed to be reminded within seven days of written notification from us.
 - 5.7.3 We become aware that your booking may prejudice our reputation and/or breach any of the policies referenced in this document (or more widely which we are bound to adhere) and/or cause damage to premises or prejudice the comfort or enjoyment of any person on, or in the vicinity of these premises and/or pose a health and safety risk to us or any person on, or in the vicinity of the premises.
 - 5.7.4 You cease, or threaten to cease, to carry on business or the provisions of any of 3.4 apply.
- 5.8 Where we cancel an event for reasons within our control, or significantly amend the event format from the originally advertised terms, organisations will be entitled to a full refund for any fees levied directly on the event itself.
- 5.9 We will 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, fire, flood, earthquake, elements of nature or Acts of God, pandemics, acts of war, terrorism, riots, malicious damage, civil disorders, rebellions or revolutions, strikes or lockouts, court orders, police orders, or third-party failure or non-performance.

6. Physical careers fairs and networking nights or promotional activity

- 6.1 We reserve the right to allocate attendees at careers fairs and networking nights to whichever physical stand position or location is deemed appropriate by us.
- 6.2 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.
- 6.3 At networking nights, due to space restrictions, organisations are only able to bring one pull-up banner onto our premises.

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

7. Health and safety

- 7.1 Organisations shall comply with guidance or regulations provided by our staff in connection with any electrical appliances, erection of stands and/or auxiliary materials, power supplies, vehicles or equipment as necessary.
- 7.1.1 We reserve the right to cancel any booking or event, or attendance at an event which poses a health and safety risk, at no cost to us.
- 7.2 You should follow guidance outlined in our briefing documentation and through signage situated in the premises or notifications when using our IT platforms.
- 7.2.1 Please ensure your attendees, employees, agents, sub-contractors, security personnel, delegates and guests (as applicable), are aware of these instructions and the relevant evacuation assembly point as guided.
- 7.2.1.1 If you, (or any of your attendees, employees, agents, sub-contractors, security personnel, delegates and guests) have any disability that might require assistance for an emergency evacuation, please inform a member of our team prior to the event.
- 7.3 Organisations undertaking an event requiring construction of stands, tents or other exhibition stands should submit a risk assessment to the Events & Experiential Learning Manager a minimum of seven days ahead of the planned date of the activity via employers@kcl.ac.uk
- 7.4 No naked flames, gas cylinders, gas inflated balloons, paper decorations or explosive devices are to be brought onto our premises without our written permission.
- 7.5 Smoking is prohibited across our premises.

8. Indemnity for injury and/or damage to property

- 8.1 We do not accept liability for any loss, damage, cost or expenses incurred which may arise in respect to any property and/or equipment brought onto our premises, using our IT platforms, sent to events or left following the completion of an event.
- 8.2 Except in circumstances where King's College London 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.
- 8.3 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.

9. Photography, recording and filming

- 9.1 We reserve the right to take photographs and video at events held on our premises or via our IT systems.
- 9.2 Images/video taken may be used for marketing materials in both print and digital form and available to both internal and external audiences.
- 9.3 We record or lecture capture many of our physical and virtual events so we can share them with students through KEATS.

- 9.4 By submitting a booking request you are granting us permission to undertake photography and filming and use these images/videos in our marketing.
- 9.5 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.
- 9.6 Organisations wishing to film, record or photograph any event on our premises or using our systems must request permission no less than two weeks' in advance to employers@kcl.ac.uk
- 9.6.1 Permission is granted at the discretion of the Events & Experiential Learning Manager.

10. Student protest and security

- 10.1 Where the potential for attracting student or external protest exists organisations will notify King's Careers & Employability via employers@kcl.ac.uk with at least 72 hours' notice prior to an event (whether physical or virtual) taking place.
- 10.2 We will seek appropriate advice from our own IT or security teams and provide clear information to students of any requirements to ensure personal safety.
- 10.3 We will not directly pass information on students to external partners, such as employers without express permission from individuals, in compliance with the General Data Protection Regulation.
- 10.4 We will agree roles and procedures, giving due regard to the University's policy on [Freedom of Expression and policies and procedures for the management of protest/industrial action/occupation \(pdf\)](#).

11. Third-parties, recruitment agencies and intermediary suppliers

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

12. Environmental sustainability

- 12.1 A copy of our [environmental policy \(pdf\)](#) is available online which applies to all events and activities hosted by us.
- 12.2 It is your responsibility (and that of any employees, agents, sub-contractors and delegates) to ensure that all activities hosted by us are carried out in accordance with this policy.

Events hosted by organisations (on non-King's premises or virtually)

- 1. We will advertise, free of charge, careers-related events to our students and recent alumni including (but not limited to) employer presentations, networking events, skills workshops, webinars and conferences.
- 2. 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.
- 3. We will not accept events by email, post or delivered in hard copy.
- 4. We reserve the right not to advertise any events which are deemed not to meet the best interests of our students and alumni. This may include:
 - 4.1 Events which require excessive amounts of personal data to be distributed.
 - 4.2 Events which do not provide a clear and detailed description of what they entail.
 - 4.3 Events which charge students or graduates to attend, require a deposit for attendance or advertise paid services.

- 4.4 Events which primarily offer the same services as those offered by King's Careers & Employability or scheduled at times inconvenient to students or graduates.
- 4.5 Events which do not meet the requirements of the [College Statement on Equality and Diversity](#).

Competitions, awards and scholarships hosted by organisations

1. We may advertise competitions, business games and awards on our website and via our social media channels, but not on King's CareerConnect.
2. We request that organisations submit a summary of the opportunity, including a link to access further information using this [online form](#)

Updated: May 2020

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.