

Booking and attending events

Please note that all events organised by Student Careers & Skills are only for University of Warwick students and staff, access to careers events on campus will be restricted.

- To attend a careers fair or a drop-in session, come along on the day with your University card - no pre-registration is needed.
- To attend any other event, sign up online in advance through myAdvantage using your University log-in.
- Make a note of which event you have booked onto, when and where, at the time of making the booking.
- You will also receive a reminder email the day before the event including the full event details.
- If you cannot attend an event you are booked onto, please log in to myAdvantage and cancel your booking.
- If you fail to attend and do not cancel your place or let us know the reason for non-attendance, you may be prevented from booking onto any other sessions for the rest of the term.

Protocol for organising and booking workshops

Relevant sections for students:

(c) Booking opening and closing times

For Research Student Skills Programme workshops, booking will open eight weeks before the workshop is due to take place, and will close at 12noon on the day before the workshop.

For all other workshops, booking will open two weeks before the workshop is due to take place, and will close one hour before the workshop.

(d) Waiting list management

If a workshop is fully booked and a place becomes available, all students on the waiting list will receive an email notifying them that a place has become available. The first student to respond to the email will be allocated the place.

(e) Event reminders

All students booked on a workshop will receive an email reminder at 12 noon on the day before the workshop takes place.

(g) Arriving at and leaving workshops

Students are expected to arrive on time for workshops and to attend the entire workshop. If a student arrives more than five minutes late for a workshop, at the tutor's discretion, the student may not be admitted. If a student leaves before the end of a workshop, at the

tutor's discretion, the student may be marked as absent from the workshop and/or may not receive any certificate or other recognition associated with the workshop.

(h) Failure to attend a workshop

If a student fails to attend a workshop on two occasions within 30 days, and has not cancelled the workshop place in advance, he or she will be blocked from making any further bookings for 30 days.