

Careers and Employability Service Events Booking Policy

The Careers and Employability Service work with staff across the University and a range of external organisations to provide access to diverse and exciting engagement activities for students. Engagement activities can help with your career planning and may also lead to work experience opportunities.

In order to maintain these important relationships and ensure that all students can access our events, please remain mindful of the following:

- Please be familiar of the date, time and location of the event. If you are unsure you are welcome to contact the Careers team for further information
- If you are unable to attend an event that you have booked, please cancel your place. In circumstances where there is multiple repeated failure to turn up to events, we do reserve the right to consider your access to future events
- Please ensure that you arrive in good time, so as not to disrupt the flow of the event
- Ensure you have completed any pre-arrival instructions, such as “please upload your CV.” If you have any concerns regarding these, please contact us.

For further information relating to booking events via MyCareer, please see our [MyCareer User Guide](#) or contact us via careers@southampton.ac.uk or 023 8059 3501