

Hello Society Members,

During this uncertain time, we wanted to communicate with you about what the Union's Activities teams are doing to help support CSP's

First and foremost, it is business as usual as much as can be under these circumstances. The Activities Team are still working and still supporting the clubs and societies through this uncertain period. However, we are following Government and College advice and will spend most our week, working from home and not being in the office. We are contactable through the [Activities email](#), so if you do have any queries, this should be your first point of call.

Let's talk about your activities that we are here to facilitate and support you on. Obviously, your activities are going to be impacted but let's look how we are planning on mitigating and supporting your activities.

- AGM's- We know AGM's are important but with social distancing it might be difficult to host them. For those of you who haven't held your AGM yet, there are two options for you, hosting them online or delaying them until Summer Term. We don't mind which you do, but let us know and we can guide you about which one is most appropriate.
- Events- We are following the Government and College advice at this stage and allowing events to proceed within reason. We do ask to be sensible with it. For example, an event for below 50 people in the low risk groups should be fine to go ahead, if you are practicing good hygiene, listening to the venues advise and you do need to bear in mind that you may be carriers who pass it on to higher risk groups. Events with members or audience members made up of higher risk groups, should be more careful and more prepared to cancel. Please also say to potential attendees if they show any potential symptoms, they should be self-isolating and not attending the event.
- Trips- We are following the Governments and College's advice again and they advise none but essential travel. This is also made particularly difficult because this situation is changing every day, and different countries are on different levels of lockdown. If your CSP has organised a trip, please let the Activities Team know and will support you through this period.
- We are getting a lot of questions about refunds and insurance. Each company will have different terms, conditions and policies. We are unsure how the insurance companies are reacting to this. Our advice is that there will be a chance you may be able to get refunds and insurance back from these events and trips but it is done on a case by case basis. What we can tell you that if you booked trips before this period then there may be a chance of getting the refunds. If you booked events and trips after the UK government has announced the crises, the likelihood of receiving refunds is low.
- Minibuses- We are currently still operating our minibus service although will be at a reduced capacity and slower service. We will take bookings on a case by case basis and assess if it is appropriate to let out minibuses.
- Finances- We are still processing finance requests so please keep submitting them if you need anything. It is much easier in this situation to have PO's so please do all you can to submit a PO rather than a credit card. If you absolutely need to use a credit cards, we can process them over the phone while working at home, so we will liaise with you when you book an appointment. Please leave your phone number when you book.

That's it for just now, if you do have any questions about anything, as always, just email us at activities@imperial.ac.uk.

This is a rapidly changing situation and we will do our best to update you as often as we can. In the meantime, please use both the Governments and Colleges advice on what you should do.

Finally, if you are showing any symptoms however mild, please self-isolate and look after yourself and your community,

Best,

Student Activities Team

Tel: 020 7594 8060

We currently operate in a nut and coconut free environment. We kindly ask all students, visitors and clients to refrain from bringing coconut products or nuts onto the premises.

Imperial College Union
Beit Quadrangle, Prince Consort Road, London, SW7 2BB
Registered Charity No: 1151241



Call us: 020 7594 8060
Visit our website: imperialcollegeunion.org