

Guidelines for Careers Events

These guidelines are set out to clarify how events with a careers focus should be organised within Imperial College to ensure that the reputation of your Club or Society and the wider College community is seen in the best possible light by potential employers.

These guidelines only apply to College rooms

Events which Clubs and Societies are encouraged to organise:

- Speakers/presentations from companies whose field falls within the remit of a Club or Society, e.g. British Antarctic Survey speaking to the Exploration Society, Rio Tinto speaking to de la Beche Society.
- Visits to companies or locations, e.g. CivSoc visiting a construction site.
- Alumni networking, e.g. inviting ex-members who are now employed by companies to talk about their experiences.
- Events included in a sponsorship package which include either presentations or skills-based sessions specific to the members of the Club or Society being sponsored.

Events which Clubs and Societies are not encouraged to organise:

- Careers Fairs – If you do want to run one, even if it has departmental backing, you must liaise with Careers Office and the Deputy President (Clubs & Societies).

Events which Clubs and Societies should not organise:

- Events or presentations in conjunction with 3rd party recruitment agencies, e.g. monster.co.uk, gradjobs.co.uk.
- Main company presentations which are targeted at **all** students, e.g. PWC or Deloitte doing their once-yearly presentation. These **MUST** be organised by the Careers Advisory Service.
- One-off presentations/talks where a company pays a club or society to specifically book a room and organise catering outside of a wider sponsorship package.

NB: All events must be organised entirely by a Club or Society, i.e. all room bookings, liaison with the Union or College, finances and catering. It is **NOT** acceptable to book a room and then tell the company to organise their own catering through College or the Union.