

## **Employer events terms and conditions**

### **Student attendance and registration**

Most events are ticketed and open exclusively to LSE students and recent alumni.

Students must register via LSE Careers to attend. Please do not issue direct invitations to LSE events, as this may lead to confusion and over-booking, with unregistered students being turned away.

LSE Careers is happy to promote relevant events held off campus. Where events are advertised elsewhere, organisations must ensure that all registration instructions are accurate and clearly signpost students to LSE Careers for booking, where relevant.

### **Stands at fairs**

Due to space constraints, we reserve the right to refuse stands that exceed three metres in width. Organisations planning to bring stands larger than this must contact us at [careers.employers@lse.ac.uk](mailto:careers.employers@lse.ac.uk) in advance of the fair.

### **Equipment and promotional materials**

Organisations are responsible for all equipment and promotional materials brought onto campus, including any associated costs.

All materials must be removed at the end of the event. Neither LSE Careers nor the London School of Economics and Political Science accept liability for any loss or damage.

### **Payment and cancellation**

#### Invoicing

Invoices are issued once an event request has been approved. Payment terms are 30 days from the invoice date, payable by BACS transfer.

LSE Careers reserves the right to cancel any event where payment has not been received within this period.

Please note: AMEX payments are not accepted for employer services.

#### Cancellation charges

Careers fairs and other employer events:



## Careers

- More than eight weeks' notice: full refund
- Four to eight weeks' notice: 50% refund
- Less than four weeks' notice: no refund.

### Room bookings on campus

Employers booking rooms on campus (including for presentations, interviews or other events) must comply with [LSE room bookings terms and conditions](#).

### Photography

Photographs may be taken at LSE Careers events held on campus or in external venues. These images may be used in LSE Careers marketing materials and on LSE Careers websites, which are publicly accessible.

By attending an event, participants consent to photography being used for these purposes. Requests for image removal or non-consent should be emailed to [careers.employers@lse.ac.uk](mailto:careers.employers@lse.ac.uk) and will be actioned within 21 days.

### Recruitment agencies and third parties

Recruitment agencies and third-party recruiters may not attend careers fairs, host presentations or deliver any on campus events.

Where organisations use HR outsourcing services to book attendance, we recommend that at least one representative attending the event is from the organisation itself. Contact details must be provided for both the outsourcing provider and the organisation.

We will only advertise external events for direct employers. Events promoted by recruitment agencies or third parties will not be advertised unless written confirmation is provided by the direct employer.

### Bookings

Provisional presentation bookings taken in spring or summer do not guarantee a room booking. Teaching requirements take priority and room allocations can only be confirmed after academic timetabling is complete.

Where a room cannot be provided on the requested date, we will seek an alternative where possible or offer a full refund if the organisation chooses to cancel.

### Student attendance

While student attendance at LSE Careers events is usually high, it cannot be guaranteed. We expect some non-attendance and may oversubscribe events to help manage this.



## Careers External events and activities

LSE Careers may advertise careers-related external events held off campus. This includes networking events, employer presentations and skills sessions, as well as activities such as challenges, hackathons and competitions.

To request promotion:

- submit an [advertising request form](#)
- allow at least two weeks' notice before the event or application deadline.

Due to demand, requests submitted with less than two weeks' notice may not be processed.

LSE Careers reserves the right not to advertise events that are not in the best interests of students. This includes, but is not limited to, events that:

- charge students to attend or require deposits
- promote paid services (including loans)
- lack a clear description of content and purpose
- raise ethical or equality concerns or are not aligned with the [School's EDI policy](#)
- require excessive personal data from students
- duplicate LSE Careers services or are scheduled at unsuitable times.

*Terms and conditions reviewed: 28 April 2026*