

# LONDON CAREERS FESTIVAL

## Booking Information

Live webinars and workshops form a key part of what the London Careers Festival offers schools and pupils over the week of 28 June to 2 July 2021. You can see a full list of all of the available live events under the 'Book' option of the London Careers Festival website.

While these webinars are free to all schools, we do require that you register and book tickets for these in advance. If you do not book spaces onto events, you will not be able to access the event on the day. Key things to note:

### **TEACHERS/STUDENTS - YOU MUST ONLY BOOK TICKETS FOR YOURSELF OR FOR PUPILS WHO YOU KNOW WILL ATTEND. FAILURE TO ATTEND EVENTS MAY RESULT IN CANCELLATION FEES**

- All webinars/workshops are FREE to schools/pupils
- Bookings should be made by teachers in the majority of cases, except where pupils are over the age of 16, in which case they may book onto events directly.
- Each individual event has a separate booking process and so you need to book for each event which you and your pupils wish to attend.
- Clicking 'Book' will take you to an Eventbrite form to register yourself or your pupils onto the event.
- Teachers – when you book tickets for your pupils, you will NOT need to disclose individual pupil details, only the number of pupils who will be attending. Therefore, book one ticket x per pupil. For example, if you are booking for 10 pupils, book 10 tickets. Make sure that your pupils can attend the webinar on the day before you book the tickets!
- Teachers – are required to join sessions with their pupils and therefore LCF offers should be incorporated as part of your curriculum for the week. Only exception is for post 16 pupils who may join events directly themselves.
- Once you have made a booking, we will send you joining instructions around 4 weeks before the event which you will be able to share with your pupils. Once they have the joining instructions, they will be able to join the session, either, as a class or directly from their laptop/mobile device at home (dependant on COVID restrictions at the time).
- We have partnered with Pathway CTM for the delivery of many of our events. Therefore, TO CANCEL a booking you have already made please email [info@pathwayctm.com](mailto:info@pathwayctm.com).
- We have long waiting lists for many of our events and therefore we want to offer any vacant spaces onto our webinars to pupils who are keen to attend!
- Additionally, cancellation fees may apply if you do not inform us of cancellations well in advance of the event on the day.

All London Careers Festival events are offered as an educational activity. We ask that schools, sixth-form colleges and youth groups follow their own 'offsite/safeguarding' policies and procedures.

If you have any questions about the booking process, please contact [lcf@cityoflondon.gov.uk](mailto:lcf@cityoflondon.gov.uk)

