


# Information Pack

In-person: 27 June -1 July

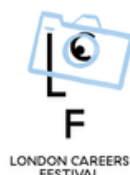


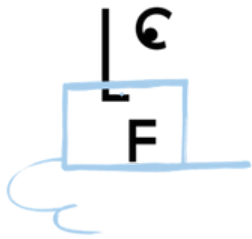
<p><b><u>Days</u></b></p> <p>Monday June 27: Post 16</p> <p>Tuesday June 28: Secondary</p> <p>Wednesday June 29: Primary</p> <p>Thursday June 30: Creative Careers Day</p> <p>Friday July 1: The Big Apprentice Meet Up</p>	<p><b>You can access the full programme <u>here</u>.</b></p> <p><b><u>Arrivals</u></b></p> <p>Check-in will be taking place in the Guildhall Yard. Please arrive 20 minutes before your session start time for registration. You will be directed to your session by LCF staff, who will be wearing yellow LCF t-shirts.</p>	<p><b><u>Tickets</u></b></p> <p>‘Attendees for <b>ALL SESSIONS</b> must have a valid ticket</p> <p>(Teacher tickets will have the number of pupils attached to them noted by the organisers. Only the teacher ticket will need to be presented)</p>
<p><b><u>Cancellations</u></b></p> <p>If you are unable to attend this event, or need to amend the numbers on your booking, please email <a href="mailto:lcf@cityoflondon.gov.uk">lcf@cityoflondon.gov.uk</a> at least 24 hours before the start time. Failure to do so may result in a cancellation fee.</p> <p>Please do try to let us know asap so we are able to offer your tickets to other pupils.</p>	<p><b><u>Cloakroom</u></b></p> <p>There will be a designated room located in the Guildhall to put pupil’s belonging bags and packed lunches. Bags will not be permitted inside the festival.</p> <p><b><u>Quiet Space</u></b></p> <p>There will be a dedicated quiet room available for anyone who needs it. Please ask an LCF staff member for more details</p>	<p><b><u>WIFI</u></b></p> <p>You will be able to access free WIFI at the Guildhall.</p> <p><b><u>Location:</u></b></p>  <p><b><u>Guildhall Yard</u></b> <b><u>London</u></b> <b><u>EC2V</u></b></p>



### Contact Details

If you have any further queries please email: [lcf@cityoflondon.gov.uk](mailto:lcf@cityoflondon.gov.uk) or call us at: 07935514464





<b><u>No food or beverages can be consumed onsite at the Guildhall.</u></b>		<b><u>Travel</u></b>	
<b><u>Lunch</u></b>		<p>We ask that you use public transport when attending the London Careers Festival</p> <p>Nearest stations:</p> <ul style="list-style-type: none"><li>• Bank</li><li>• Mansion House</li><li>• St Paul's</li><li>• Cannon Street</li><li>• Moorgate</li><li>• Liverpool Street</li></ul>	
<p>Places to eat: <b><u>Barbican and Barbican Lakeside Terrace</u></b> <b><u>Postman's Park</u></b> <b><u>Salter's Gardens</u></b> <b><u>Museum of London lunch space</u></b> <b><u>Finsbury Circus Gardens</u></b></p> <p>In the event of bad weather, the Barbican Centre has plenty of indoor space to sit and eat a packed lunch.</p>			
<b><u>Toilets</u></b>		<p>To help fund your travel to the London Careers Festival you can apply to 'The Culture Mile Schools Visit Fund' <a href="#">here</a>.</p> <p>You could also get free off-peak group travel when you register for TFL's School Party Travel Scheme <a href="#">here</a>.</p>	
<p>The Guildhall complex has a limited number of toilets. You can find public toilet facilities within the City of London <a href="#">here</a>.</p>		<b><u>Policy</u></b>	
<b><u>Insurance</u></b>		<p>All London Careers Festival events are offered as an educational offsite trip. We ask that you follow your own 'offsite activity' policies and procedures and provide supervision for your pupils at all time</p>	
<p>For events hosted at the Guildhall - Guildhall is owned and managed by the City of London corporation and has Public Liability insurance in place. A copy of this document is available on request.</p>			



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