

Student Opportunity

Booking and attending events

We offer a broad range of events to help you develop a global perspective, become culturally aware, and have confidence to achieve your full potential and vision of career success. For more information on how we can help you, see: warwick.ac.uk/services/studentopportunity

1. Who can attend events

Events organised by Student Opportunity are for University of Warwick students, graduates and staff only. Students should bring their University ID card to events. Graduates should have a note of their previous Warwick student ID number.

2. Support for students with disabilities

We welcome students with disabilities, specific learning differences, or other health conditions, at all of our events. We encourage you to get in touch if you have any specific access requirements, or need more information about the content and delivery method of a specific event. If you have any requests related to a disability, please contact the Helpdesk at careers@warwick.ac.uk giving at least two working days' notice if possible. If you contact us closer to the event, we may be limited in some of the support we can offer.

3. How to book

For careers fairs and other drop-in events, you do not need to pre-register, just come along on the day with your University ID card (or note of your previous student ID number if you are a graduate). For bookable events, visit our booking and job vacancy portal myAdvantage at myadvantage.warwick.ac.uk and sign-up online in advance using your University log-in details (or graduate account).

4. Booking opening and closing times

For events that require pre-booking, booking will open two weeks before the event is due to take place and will close one hour before.

5. Booking reminders

Do make a note of your booking and the event details in your calendar. You will also receive a reminder email the day before the event including the full event details.

6. Cancelling your booking

If you cannot attend an event you have booked, please log in to myAdvantage at myadvantage.warwick.ac.uk and cancel your booking. We have waiting lists for many of our events and it's really important to cancel your booking if you can no longer attend so that someone else can book the place.

7. Waiting lists

If an event is fully booked and a place becomes available, all students on the waiting list will receive an email notifying them that a place has become available. The first student to respond to the email will be allocated the place.

8. **Arriving and leaving events**

Please arrive on time to help everyone make the most of the event. Unless it's a drop-in event, make sure you have given yourself enough time to attend the whole event (eg for workshops or presentations). If you arrive more than five minutes late, at the event leader's discretion you may not be admitted. If you leave before the end of an event, at the discretion of the event leader, you may be marked as absent and may not receive any certificate or other recognition associated with the event.

9. **Freedom of speech**

When organising events we aim to promote the University's values and behaviours, including the core value of [freedom of speech](#).

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