

## **Career Event Cancellation, No Show, Inclement Weather and Technology Policy**

*This policy applies to all in-person and virtual career event offerings hosted by the LSU Olinde Career Center. [View additional recruiting policies.](#)*

The purpose of this policy is to protect the best interests of LSU students and alumni, the LSU Olinde Career Center, and the employers we serve as it relates to employer attendance for interview days and events hosted by the LSU Olinde Career Center.

Students and alumni rely on employer attendance for interview days and events in order to secure career opportunities and networking experiences. The LSU Olinde Career Center publicizes which employers are registered for events in advance, allowing students and alumni to coordinate their own attendance and preparation based on companies they wish to interact with. Late cancellations and no-shows on behalf of employers reflects negatively on the company, takes away student and alumni opportunities, and voids any preparation students and alumni invested before appearing for the interview or event.

Additionally, as a self-generated funded department, the LSU Olinde Career Center relies on event fees and registrations to support its mission of assisting students and alumni in choosing careers, obtaining career-related work experiences, developing job search skills, and securing employment or admission into graduate or professional school. When an employer commits to attending an interview or event, funds are committed toward supplies, technology, and services required to support that employer's attendance well before the date of the event. Advance notice of employer cancellation allows the career center to adjust event contracts and cost to accommodate for changes in employer attendance. Without advance notice, the career center must forfeit this critical funding.

Therefore, in order to maximize opportunities for students and alumni, protect employer reputations, and be good stewards of LSU Olinde Career Center funding, the following Cancellation, No-Show, and Inclement Weather Policy is in effect.

Failure to pay all fees will prevent the organization from registering for future events until full payment is made.

Multiple No-Shows or Late Cancellations could result in a company's inability to recruit at LSU.

### **Cancellations**

Cancellations must be sent via e-mail to Courtney Edwards at [courtney@lsu.edu](mailto:courtney@lsu.edu).

Cancellations Received 7 or more days prior to the event (or 14 or more days prior for Construction Interviewing Day):

- Registered and Paid: Any cancellations received during this timeframe will receive an event credit that is valid for one calendar year of the respective event date. If the credit is not used in the calendar year, the credit will be voided.
- Registered and Unpaid: No fee charge will be incurred for the cancellation of the registration as long as the cancellation is received by this deadline.

Cancellations Received less than 7 days prior to the event (or less than 14 days prior for Construction Interviewing Day):

- Any cancellations received during this timeframe will incur a 100% registration fee charge, as well as any other applicable charges based on the original registration request (ie. extra tables, electricity, additional representatives, etc). Failure to pay all fees will prevent the organization from registering for future events until full payment is made.

**For events with scheduled interviews or related job postings:** Immediately upon cancellation, the company is responsible for reaching out to all students who submitted a resume or scheduled an interview. Once notification is sent to students, the company must also inform Courtney Edwards at [courtney@lsu.edu](mailto:courtney@lsu.edu) of the notification so that our team can close the interview schedule.

## No Shows

A registered attendee who fails to attend the event without prior notice to the Olinde Career Center would be considered a “no-show” by the office.

Registered and Paid:

- If a registration has been made and fees paid and your organization is a "no-show" for a career event, registration fees as well as any other applicable charges based on the original registration request will not be refunded or credited toward any future career event.

Registered and Unpaid:

- If your organization is a “no-show” for a career event, your organization will be responsible for paying 100% of your registration fee, as well as any other applicable charges based on the original registration request (i.e. extra tables, electricity, additional representatives, etc.). Failure to pay all fees will prevent the organization from registering for future events until full payment is made.

## Inclement Weather

Rescheduled Event:

- Should inclement weather cause the career center to reschedule the event, employers will be notified of the new event date as soon as possible.
- If the organization chooses to participate on the rescheduled date, all fees, as well as cancellation policies will apply.
- If your organization cannot attend the rescheduled event, an event credit of 100% of registration fees paid will be issued to your organization and must be used within one calendar year of the rescheduled event date. If you have not paid to attend the event and you cannot attend the rescheduled event, no penalty will apply.

Cannot Reschedule Event:

- If we cannot reschedule the event, an event credit in the amount of 100% of the total amount of registration fees paid will be credited to registered organizations and must be used within one calendar year from the original event date. If you have not paid to attend the event and you cannot attend the rescheduled event, no penalty will apply.

Other Weather Concerns:

- If a company cannot attend an event due to inclement weather in their area (not the Baton Rouge area), they must give the LSU Olinde Career Center at least 48-hour notice of their weather concern-related cancellation. Cancellations must be sent via e-mail to Courtney Edwards at [courtney@lsu.edu](mailto:courtney@lsu.edu).
- If notice is given at least 48 hours in advance of the event, an event credit in the amount of 100% of the total amount of registration fees paid will be credited to registered organizations. Credit must be used within one calendar year. If you have not paid to attend the event and you cannot attend the rescheduled event, no penalty will apply.

## Technology Issues

Employers are expected to test all technology in advance of an event to ensure they have the proper software, wi-fi connection, etc. needed prior to an event. Refunds or credits will not be issued based on attendee technical errors.

### Platform Performance

- Limited: If the event platform experiences severe performance issues or extended service disruption preventing you or a limited number of employers from connecting with students and this disruption or performance issue is documented with the LSU Olinde Career Center team (Courtney Edwards at [courtney@lsu.edu](mailto:courtney@lsu.edu)) during the event and troubleshooting does not help or improve the platform performance, an event credit in the amount of 50% of the total amount of registration fees paid will be credited to impacted, registered organizations. Credit must be used within one calendar year.
- Widespread: If the event platform experiences severe performance issues or extended service disruption widely preventing employers from connecting with students (widely is at the discretion of the LSU Olinde Career Center, based on employer reported issues), we will reschedule the event. If you cannot attend the rescheduled event, an event credit in the amount of 50% of the total amount of registration fees paid will be credited to your organization. Credit must be used within one calendar year.