

Leicester Students' Union

Workshop Booking Policy

The Leicester Students' Union Workshop Booking Policy exists to make sure all students have a fair chance of attending workshops, and that spaces for sessions in high demand can be fully allocated.

Accessibility

If you have any accessibility requirements (e.g. wheelchair access) please email su-training@le.ac.uk as soon as possible. For any notification to be approved you must send this at least 1 working day before any Workshops you have booked. We will get back to you to discuss your requirements and do our best to fulfil them.

Booking

Workshops are booked by logging into leicesterunion.com/training and clicking 'Book place' next to each session you would like to attend. Please do not book more than one workshop with the same title. If you need to book an alternative session for a Workshop you have already booked, please follow the cancellation procedure below before booking again.

You will be invited to an Outlook Calendar appointment within 2 working days of booking a workshop, and sent an email reminder the day before the session. Both will state the details of the session including location. Please respond to the appointment invitation when you receive it. Responding as 'Tentative' will be accepted as confirmation that you will be attending.

Cancellation

If you can no longer attend a session that you have booked, please cancel your place as soon as possible by **either**:

- Logging back into the booking page and clicking 'Cancel my booking'. This will not be possible within 1 working day of the session.

or

- Declining the appointment for the Workshop in your Outlook Calendar **and** emailing su-training@le.ac.uk to let us know you cannot attend

Absence

If you miss three sessions without cancelling you will be suspended from attending future Workshops. If you wish to book another session you will need to write to the Deputy Support & Development Manager (Training & Peer Mentoring), explaining why you have missed three Workshops without cancelling. They will then decide whether you will be permitted to book future Workshops.

If you miss a fourth Workshop you will not be allowed to book any more sessions within that academic year. You may arrange to meet with a member of the Training & Peer Mentoring team to discuss your previous absences. In this case, the Deputy Support & Development Manager (Training & Peer Mentoring) may decide you will be permitted to book future Workshops in exceptional circumstances.

Points cannot be gained towards any Leicester Students' Union accreditations schemes for workshops you have not attended. If you are attending on behalf of a Student Group Committee, you can ask another member to attend in your place.

Punctuality

All workshops will begin and end at the time indicated at the time of booking. Please only book if you can attend the full session, and do not assume that sessions will finish earlier than planned.

If you leave before the end of a workshop you may be marked absent (see above). If you know you will need to leave early please notify the facilitator at the start of the session so that they can advise you whether you will need to attend an alternative session.

Please aim to arrive with enough time to sign in and settle before the start of each session. Students who come late for workshops will miss out on some of the key learning objectives. To avoid disruption and make sure you get the most from the session, students arriving more than 10 minutes after the start of a workshop will be asked to book an alternative session.