



Tuesday Seminar and Dinner: Terms and Conditions 2024-25

Tuesday Academic Seminar nights are held from 1st - 8th week every term on a weekly basis (subject to any restrictions in place).

The dinners, together with the preceding College seminars, are part of the Reuben's academic programme and all attending (including any guests) are asked to engage in the further discussion of the seminar's topics during the course of the meal. These are free to all Reuben students, Fellows and staff, and lie at the heart of Reuben's distinctive academic enrichment programme.

2024-25 Prices

Reuben Students	Free of charge (but see below on penalties for missed bookings)
Reuben Fellows	Free of charge (but see below on penalties for missed bookings)
Reuben Staff	Free of charge (but see below on penalties for missed bookings)
Guest(s) (as permitted)	£15 per person, per event

Booking and Cancellation Policy

In order to attend, you must book your place via the format and by the date communicated through the termcard and/or weekly Reuben newsletters (please note this may differ between terms). All participating in the Tuesday seminars must arrive by 18:20 in order to also attend the seminar. We reserve the right to refuse entry to anyone arriving later than 18:30.

If you have booked, but subsequently find yourself unable to attend the event, please email in advance to events@reuben.ox.ac.uk with the reason(s) why you are unable to attend the event. It is unlikely we will be able to change the order provided to the caterers once the booking site is closed. Therefore, if you have missed two dinners without good reasons (being unwell or a personal emergency) and/or you have not let the Events team know, we will charge you for the missed meals you have booked. The charge will be £15 per dinner missed.

If you have booked but are unable to attend, you are encouraged to transfer your place to another Reuben Student/Fellow/College Staff member. However, you may **not** transfer your place to a Guest (i.e. to someone from outside of the College). The College **will** exercise its right to turn away all non-Reuben members, unless they have been booked and paid for as a guest (as permitted) and attend with their Reuben College host (see below).

Guest policy

Each Reuben member (student, staff or fellow) may normally bring up to five guests if/when guests are permitted at the event; and subject to an overall restriction on guest numbers. Guests must be advised that they must also attend the preceding seminar and engage in the led discussion over dinner. Guest tickets can only be booked by the Reuben member hosting them: Reuben members must accompany and be responsible for their guests for the duration of the event.

Free of charge Reuben places are not transferrable to Guests (see above).

If a guest you have booked for is unable to attend the event, you are permitted to transfer this to another guest. Please email in advance to events@reuben.ox.ac.uk with the name change. Dietary changes however will not be possible to register after the booking closing date.

Guest tickets are entirely non-refundable, and by booking a Guest ticket you accept that if your Guest is unable to attend, for whatever reason, you will still be charged for their ticket.

Venue information

Seating plans will be in place; guests will normally be seated at the same table as the Reuben host who has invited them. We ask all attending to respect any seating plan, and refrain from making any changes.

Drinks

You are welcome to bring your own drinks, as long as they are for personal consumption only.

Dietary requirements

All dietary requirements must be provided when you make your booking (including requirements for any guest).

Notifications of dietary requirements after booking closes cannot be catered for.

Reuben College, 17 September 2024