

Conference Coordinators

Alison Neil Corporate Services / Ireland /
Recording Media / Others

Sally-Ann Pilcher Imaging Solutions

Shapna Khanam Medical Systems

Stephanie Munno Graphic Communication



The Woodlands
Event Centre,
Wyboston Lakes
Resort,
Great North Road,
Wyboston,
MK44 3AL

COVID-19 Precautions

We request that all attendees complete a lateral flow test (LFT) on Wednesday 25 May 2022 **prior to arrival** on Thursday 26 May 2022. Guidance on what to do depending on the result of your LFT is in the leaflet with the LFTs provided by the company.

Got a question? Please email comms_uk@fujifilm.com

Dress code

Day 1 - Daytime: Usual office attire (smart/casual)

Day 1 - Evening: Smart/casual but please feel free to “dress up” a bit too!

Day 2 - Usual office attire (smart/casual)

Arrival Instructions

You may wish to park your vehicle by your allocated accommodation, which you will be notified of by your divisional Conference Coordinator. From there, head to registration in the Cedar Lounge at The Woodlands Event Centre between 08:30-09:15.

Luggage

When arriving on Thursday 26 May, please keep your luggage in your vehicle until the afternoon roadshow has concluded at approximately 4pm.

Please contact your divisional Conference Coordinator if you have any specific requirements regarding your luggage.

Any Extras?

For those staying overnight, please be aware that to add any extras onto your room – such as a drinks tab – you will need to speak to Reception at The Woodlands to open your room’s account.

Please note, Wyboston Lakes operates a cashless payment system across the site.

Getting to Wyboston Lakes

We encourage you to make arrangements to arrive with a colleague and car share wherever possible, not only to minimise the need to use the overflow car park, but also to minimise our environmental impact.

There are limited electric charging points available on a first come first served basis:

- 4x EV points @ The Woodlands Event Centre
- 2x EV points @ The Willows
- 2x EV and 10x Tesla points @ The Waterfront Hotel

The venue is located just off the A1 and the A421 on the A428 towards Cambridge.

For more information on how to get to Wyboston Lakes by road, please visit their website – which also details other methods of transport – via [this link](#) or by scanning this QR code →



We are Fujifilm

We know that it’s been a while since we all got together and as much as we will celebrate this, please be aware that there are other guests staying at the Wyboston Lakes Resort. Please be respectful of noise into the evening, and be the best ambassadors for Fujifilm that we can be!

- **08:30 – 09:15 Registration (Cedar Lounge)**

Once you arrive at The Woodlands, please make your way to your registration desk in the Cedar Lounge (straight through the entrance, which will be signposted) where you will be issued with your name badge and schedule.

Light refreshments will be served until 09:15.

- **09:30 – 12:00 Presentations**

- **12:00 – 13:30 Lunch**

Lunch will be served for all colleagues in the Olive Restaurant.

- **13:30 – 16:05 Roadshow**

Colleagues will be divided into eight predetermined groups to attend the Fujifilm UK & Ireland Roadshow, getting hands-on time with our various business areas, as well as the chance to drop-in to chat with the IT Help Desk and Alphabet fleet management, and collect your room key if you are staying overnight.

Please note, although room keys can be collected during this time, access to rooms will not be available until 4pm.

- **16:05 – 18:00 Break**

For those of you staying overnight

You will now be able to access your rooms to drop off your luggage and freshen up for the evening if you wish.

For those of you not staying overnight, but attending the dinner

Please speak to one of your colleagues staying overnight at Wyboston Lakes to share changing facilities in their room.

For refreshments during this time, please head to the bar at The Waterfront Hotel. There will be a shuttle bus service between The Willows and The Woodlands from 5.45pm.

- **18:00 – 18:30 Drinks Reception (Cedar Lounge)**

Join the Drinks Reception from 6pm in the Cedar Lounge at The Woodlands before proceeding to your table for the Awards Ceremony and Dinner. There will be a table plan.

- **18:45 – 19:15 Awards Ceremony**

- **19:15 – 21:45 Dinner (Rosewood Suite)**

The Rosewood Bar will be open and available for use.

Please note that all payments must be cashless.

- **21:45 – 01:00 Party/Entertainment (Cedar Lounge)**

There will be a shuttle bus service from The Woodlands back to The Willows/The Waterfront.

FUJIFILM

All-Colleague Conference 2022

Day 2
Friday 27
May

- **Check-out**

Check-out is by 11am latest.

For those of you attending the divisional breakout groups

Please vacate your room and store your luggage in your vehicles as on Day 1, leaving enough time to get to Registration.

Please contact your divisional Conference Coordinator if you have any specific requirements regarding your luggage.

- **07:00 – 09:00 Breakfast**

Breakfast will be available for you at your accommodation (The Woodlands / The Willows / The Waterfront) until 9am.

- **09:15 – 10:00 Registration**

Please head back to the Cedar Lounge and go to your signposted registration desk.

- **10:00 – 13:00 Divisional breakout groups**

Graphic Communication Ebony

Imaging Solutions Rosewood 3 (*to commence slightly earlier at 09:45*)

Medical Systems Rosewood 1

Corporate Services Please go to your chosen divisional breakout group

- **13:00 – 15:00 Lunch**

A BBQ lunch will be served at The Woodlands either outside (weather permitting!) or in the Olive Restaurant.

- **15:00 – Onward**

Colleagues are free to depart from 3pm. We wish you a safe journey home!



**NEVER
STOP**