



To EFB Users Forum **Date** August 21, 2019

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Subject **Joint AEEC EFB Users Forum** **Host**
in coordination with the
IATA EFB Task Force



A V I O B O O K

Chairmen **Philipp Haller, Austrian Airlines**
Will Ware, Southwest Airlines

When **EXPO:** November 5, 2019 From 1400 to 1900: England Rooms
Forum: November 6, 2019 From 0900 to 1700: France Rooms
EXPO: November 6, 2019 During breaks: England Rooms
Reception: November 6, 2019 Evening, details to be announced
Forum: November 7, 2019 From 0900 to 1700: France Rooms

Where **EFB Users Forum and EXPO**
Madrid Marriott Auditorium Hotel
Avenida de Aragón 400
28022 Madrid
Spain
tel: +34 91 400 44 00
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Meeting Objectives

**Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force
November 6-7, 2019**

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by Aviobook at the Madrid Marriott Auditorium, Madrid, Spain. The joint meeting will be co-chaired by Philipp Haller, Austrian Airlines, and Will Ware, Southwest Airlines.

This conference is a coordinating activity among airlines, cargo carriers, and other aircraft operators intended to facilitate EFB development. Aircraft manufacturers, regulators, EFB suppliers, and others are encouraged to participate in the Forum to advance EFB capabilities.

General Topics of Discussion

Regulatory

- EFB policy updates/education
- Coordinating with regulators
- EFB policy change initiatives
- EFB standards development
- Qualifying devices for EFB use
- Design and installation approvals
- Obtaining EFB authorization and approval
- NextGen/SESAR initiatives
- Harmonizing international regulations

EFB Programs

- Operator experiences, tips, and best practices
- Achieving paperless operations
- EFB Administration tools, procedures, and device control
- EFB training
- Operational procedures
- Risk and safety management
- EFB business case considerations
- Industry trends and updates

EFB Hardware/Software

- On-aircraft connectivity to the databus
- Off-aircraft connectivity
- Security
- Portable and installed EFBs
- Mounting and viewable stowage
- Power supply and battery issues
- EFB architecture and design failure and recovery procedures

The Human Element

- Human factors
- Culture and change management
- Human-Machine interfaces
- EFB innovations
- Workload considerations
- Single sign-on and data entry
- Seamless app to app navigation

**Preliminary Agenda EFB Users Forum/EFB Task Force Meeting (France Rooms)
Wednesday, November 6, 2019**

0900: Welcome Address and Introductions

- Session 1 – EFB Regulatory Issues

1200 to 1330: Lunch Break

- Session 2 – EFB Security and Connectivity

Thursday, November 7, 2019

0900: EFB Users Forum Administration and Announcements

- Session 3 – Best Practices: Mobile Applications

1200 to 1330: Lunch Break

- Session 4 – EFB Operator Experiences

The meeting is open to all interested parties. Comments or questions regarding any of the agenda items are invited. If you are requesting time on the agenda, or wish to circulate any material prior to the meeting, please submit your proposals via e-mail to Peter Grau at peter.grau@sae-itc.org by **September 30, 2019**.

Instructions ARINC Registration:

You must register with ARINC to obtain proper badging and ensure your seating. Please notify ARINC Industry Activities of your intention to attend by registering online. The attendance fee is \$800 per individual. AEEC • AMC • FSEMC Members and ARINC Industry Activities Corporate Sponsors are extended complimentary attendance. Invited Speakers will receive an invitation to register as our guest without incurring the attendance fee. IATA Member Airlines that are not AEEC • AMC • FSEMC Members are extended a discounted attendance fee of \$400 per individual. The registration web site provides details. A link to our online registration can be found at: <https://www.aviation-ia.com/conferences/electronic-flight-bag-efb-users-forum>

Pre-registration will close on **Sunday October 20, 2019**. All participants who have not pre-registered by this date will be required to register on site.

Hotel Madrid Marriott Auditorium Hotel



Hotel Information

The Madrid Marriott Auditorium Hotel is recommended for all EFB participants. It is ideally located and will also serve as the venue for the EFB EXPO. A limited number of rooms are available at the discounted rate of €140.00 per night including breakfast and in-room internet. This preferred rate will be available until sold out or close of business on Tuesday, **October 29, 2019**, whichever comes first. Reservations made after this date will be made on a space available basis, and the preferred rate cannot be guaranteed. You must identify yourself as being a participant in the ARINC – IATA EFB Users Forum at the time of registration to obtain the discounted rate.

Hotel Reservations:

It is important to make your reservations early. The number of rooms is limited, and once filled, there is no guarantee the preferred rate can be extended.

Reservation Link:

[Book your group rate for EFB USERS FORUM](#)

For assistance or modifications please contact the reservations department directly:

reservas@marriottauditorium.com

+34 91 400 44 44

EFB EXPO

The Main EFB Exposition (EXPO) will take place on Tuesday, November 5, 2019, from 1400 to 1700. EFB suppliers, system integrators, and others will have an opportunity to demonstrate their EFB products and services to the user community. A Supplemental EXPO will also be held during coffee breaks and lunch on Wednesday, November 6, 2019. The Main and Supplemental EXPOs will both be held in the England Rooms.

Exhibit locations will be reserved on a first come, first served basis. Suppliers that wish to exhibit should refer to the EFB Users Forum web page for more information:

<https://www.aviation-ia.com/conferences/electronic-flight-bag-efb-users-forum>

Please note that reservation of an EXPO booth does not automatically register you for the conference. Everyone who plans to attend the Forum, EXPO, or both is still required to formally register as an individual.

Related Activities

Several EFB events are being planned for this week in Madrid:

- EFB EXPO: November 5: 1400-1900 England Rooms
- Supplemental EXPO: November 6: During coffee breaks and lunch England Rooms
- Welcome Reception: November 6: Evening; details to be announced
- EFB Subcommittee: November 8: 0900-1700 Bonn Meeting Room

Travel Information

The Madrid Marriott Auditorium is located approximately 6 kilometers southeast of the Madrid Barajas-International Airport.

From Madrid Barajas International Airport (MAD):

Hotel Shuttle: The hotel operates a complimentary daily shuttle every 30 minutes from 0500 to 0130. The shuttle service is available from all terminals. The hotel does not accept reservations for shuttle service.

Phone: +34 91 400 4400.

By Taxi: Travel time is approximately 10 minutes and the fare will be approximately €25.00.

Other Travel Options:

Uber: Use the address above with your Uber app. The fare should be approximately €10.00.

Other Information

According to legend, Prince Ocho Bianor founded the city today known as Madrid. Madrid became the capital of Spain in the mid-1500s and has a population of approximately 3 million, third largest in Europe. Attractions include the Palacio Real, Plaza Mayor, Buen Retiro Park, Prado Art Museum, and Cibeles Fountain.



cc

EFB