



**To** EFB Users Forum **Date** March 8, 2018

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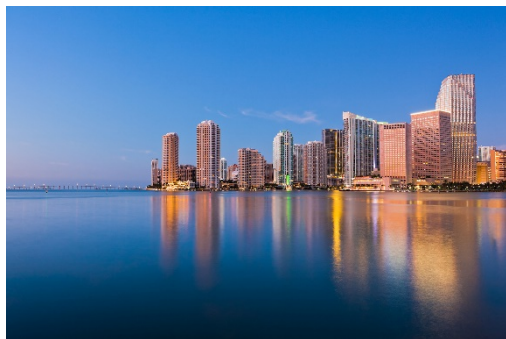
**Subject** Joint AEEC EFB Users Forum  
in coordination with the  
IATA EFB Task Force

**Host:**   
REAL INNOVATION... REAL SOLUTIONS.

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

**When** **EXPO:** May 15, 2018, From 1200 to 1700: Datran Ballroom & Mezzanine  
**Forum:** May 16, 2018, From 0800 to 1600: Grand Ballroom  
**EXPO:** May 16, 2018, During breaks: Datran Ballroom & Mezzanine  
**Reception** May 16, 2018, Evening details to be announced  
**Forum:** May 17, 2018, From 0800 to 1600: Grand Ballroom

**Where** EFB Users Forum and EXPO  
**Miami Marriott Dadeland Hotel**  
9090 South Dadeland Blvd.  
Miami, Florida 33156  
tel: +1 305-670-1035  
fax: +1 305-670-7540





## Meeting Objectives

### Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force May 16-17, 2018

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by Avionica at the Miami Marriott Dadeland Hotel in Miami, Florida. 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

## General topics of discussion (continued):

### 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 (Grand Ballroom)

**Wednesday, May 16, 2018**

0800: Welcome Address and Introductions

- Session 1 – EFB Regulatory Issues

***1200 to 1330: Lunch Break***

- Session 2 – EFB Mobile Applications

**Thursday, May 17, 2018**

0800: EFB Users Forum Administration and Announcements

- Session 3 – EFB Security and Connectivity

***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](mailto:peter.grau@sae-itc.org) by **April 30, 2018**.

**Hotel**

**Miami Marriott Dadeland Hotel**



**Hotel Information**

The Miami Marriott Dadeland Hotel is recommended for all EFB participants. It is ideally located with convenient dining, shopping, and entertainment options, and will also serve as the venue for the EFB EXPO. A limited number of rooms are available at the discounted rate of \$150.00 per night including in-room internet. This preferred rate will be available only until noon on Friday, **April 27, 2018**. The hotel will release any unsold rooms after this cutoff date. 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 2018 Room Block](#)*

**Reservation by Telephone:**

1-800-228-9290 or 1-800-503-0598

Miami Marriott Dadeland Hotel:      Fabiola Martinez  
Event Meeting Planner  
Tel: +1 305-671-5037  
Fax: +1 305-671-7540

**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 \$700 per individual. AEEC • AMC • FSEMC Members, Corporate Sponsors, and Invited Speakers are exempt from attendance fees. IATA Member Airlines that are not AEEC • AMC • FSEMC Members are extended a discounted attendance fee of \$350 per individual. The registration website 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 **Tuesday May 1, 2018**. All participants who have not pre-registered by this date will be required to register on site.

## **EFB EXPO**

The Main EFB Exposition (EXPO) will take place on Tuesday, May 15, 2018, from 1200 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, May 16, 2018. The Main and Supplemental EXPOs will both be held in the Dattran Ballroom and third floor mezzanine.

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 Miami:

- EFB EXPO May 15: 1200-1700 Dattran Ballroom & Mezzanine
- Supplemental EXPO May 16: During coffee breaks and lunch Dattran Ballroom & Mezzanine
- Welcome Reception May 16: Evening details to be announced
- EFB Subcommittee May 18: 0900-1700 Homestead Meeting Room

## **Travel Information**

The Miami Marriott Dadeland Hotel is located approximately 12 miles from Miami International Airport.

### **From Miami International Airport (MIA):**

**By Taxi:** Travel time is approximately 20 minutes and the fare will be in the range of \$40-50. Uber could range from \$25-\$35.

**By Bus:** Travel time is approximately 30 minutes and the fare will be in the range of \$5-10.

**By Train:** Travel time on the Metrorail Orange Line to the Dadeland South stop (immediately adjacent to the hotel) is approximately 20 minutes and the fare will be in the range of \$2.25 each way.

## **Other Information**

Miami is named after the Miami River, derived from Mayaimi, the original name for Lake Okeechobee. It was officially incorporated as a city in 1896 with a population of 300. Today Miami is a major hub for international business and trade, and is well known for tourism, conventions, and festivals. Miami is a gateway to South America and the Caribbean, offering cultural attractions such as the Adrienne Arsht Center for the Performing Arts, Frost Museum of Science, and Bayfront Park Amphitheatre. Unique architecture can be found in the Art Deco District, Biltmore Hotel, Venetian Pool, and the Deering Estate.

**cc**

EFB