



To EFB Users Forum **Date** August 17, 2018

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Reference 18-999/SMA-086 lth

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



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

When **EXPO:** November 13, 2018 From 1200 to 1700: Commonwealth Suite and Atrium

Forum: November 14, 2018 From 0900 to 1700: County Suite

EXPO: November 14, 2018 During breaks: Commonwealth Suite and Atrium

Reception: November 14, 2018 Evening, details to be announced

Forum: November 15, 2018 From 0900 to 1700: County Suite

Where **EFB Users Forum and EXPO**

**Radisson Blu Edwardian,
Heathrow Hotel**

140 Bath Road, Hayes
Middlesex, UB3 5AW
United Kingdom

tel: +44 (0) 20 8757 7903

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Meeting Objectives

Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force November 14-15, 2018

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by Inmarsat at Radisson Blu Edwardian, Heathrow Hotel in London, United Kingdom. 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 (County Suite)

Wednesday, November 14, 2018

0900: Welcome Address and Introductions

- Session 1 – EFB Regulatory Issues

1200 to 1330: Lunch Break

- Session 2 – Aircraft Interface Devices (AIDs)

Thursday, November 15, 2018

0900: 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 by **October 31, 2018**.

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 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 \$350 per individual. The registration web site provides details. A link to our on-line registration can be found at: <https://www.aviation-ia.com/conferences/electronic-flight-bag-efb-users-forum>

Pre-registration will close on **Sunday November 4, 2018**. All participants who have not pre-registered by this date will be required to register on site.

Hotel

Radisson Blu Edwardian Heathrow



Hotel Information

The Radisson Blu Edwardian Heathrow 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 £140.00 per night including in-room internet. This preferred rate will be available only until noon on Sunday, **October 28, 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:

<https://www.radissonblu-edwardian.com/sae-itc-arinc>

Reservation by Telephone:

+44 (0) 20 8757 7901

Radisson Blu Edwardian Heathrow Hotel: Ms. Sophie Kelly
Meetings & Events Sales Executive
Tel: +44 (0) 208 757 7903
Fax: +44 (0) 208 757 7904

EFB EXPO

The Main EFB Exposition (EXPO) will take place on Tuesday, November 13, 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, November 14, 2018. The Main and Supplemental EXPOs will both be held in the Commonwealth Suite and Atrium.

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 London:

- EFB EXPO: November 13: 1200-1700 Commonwealth Suite and Atrium
- Supplemental EXPO: November 14: During coffee breaks and lunch Commonwealth Suite and Atrium
- Welcome Reception: November 14: Evening details to be announced
- EFB Subcommittee: November 16: 0900-1700 Private Room 41

Travel Information

The Radisson Blu Edwardian Heathrow Hotel is located approximately 5 miles from London Heathrow International Airport.

From London Heathrow International Airport (LHR):

By Taxi: Travel time is approximately 10 minutes and the fare will be approximately £17.00.

By Bus: Travel time is approximately 15 minutes and the fare will be approximately £4.50.

Other Information

London was founded by the Romans and was originally named Londinium. It is a major international business center known for its finance, commerce, arts, entertainment, and tourism. London is a gateway to Europe, offering cultural attractions such as Buckingham Palace, Houses of Parliament, London Eye, Royal Greenwich Observatory, Tower Bridge, Tower of London, and Westminster Abbey.



cc

EFB