



To EFB Users Forum **Date** February 22, 2019

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

Chairmen Philipp Haller, Austrian Airlines
Will Ware, Southwest Airlines

When **EXPO:** June 25, 2019 From 1200 to 1700: Grand Ballroom F-J
Forum: June 26, 2019 From 0900 to 1700: Grand Ballroom A-E
EXPO: June 26, 2019 During breaks: Grand Ballroom F-J
Reception: June 26, 2019 Evening, details to be announced
Forum: June 27, 2019 From 0900 to 1700: Grand Ballroom A-E
EXPO: June 27, 2019 During breaks: Grand Ballroom F-J

Where EFB Users Forum and EXPO
Westin Lombard Hotel
70 Yorktown Shopping Center
Lombard, Illinois 60148
United States
tel: +1 630-719-8000
fax: +1 630-719-8079



Meeting Objectives

**Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force
June 26-27, 2019**

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by United Airlines at The Westin Lombard Yorktown Center, in Lombard (Chicago), Illinois, United States. 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 Issues

- 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 Administration Panel

- Device enrollment
- Mobile Device Management
- Uploading in-house apps onto cell phones and tablets
- Back-up devices (hot spares, where they are placed etc.)
- EFB Administration tools, procedures, and device control
- EFB training
- Device setup procedures
- EFB business case considerations
- Industry trends and updates

EFB Security and Connectivity

- On-aircraft connectivity to the databus
- Off-aircraft connectivity
- Security protocols
- Differences between Portable and Installed EFBs
- Satcom connectivity
- EFB architecture considerations
- Failure and recovery procedures
- Single sign-on and data entry

EFB Operator Experiences

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

**Preliminary Agenda EFB Users Forum/EFB Task Force Meeting (Grand Ballroom A-E)
Wednesday, June 26, 2019**

0900: Welcome Address and Introductions

- Session 1 – EFB Regulatory Issues

1200 to 1330: Lunch Break

- Session 2 – EFB Security and Connectivity

Thursday, June 27, 2019

0900: EFB Users Forum Administration and Announcements

- Session 3 – EFB Administration

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 **May 31, 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 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 June 9, 2019**. All participants who have not pre-registered by this date will be required to register on site.

Hotel

Westin Lombard Yorktown Center



Hotel Information

The Westin Lombard Yorktown Center 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 \$139.00 per night including in-room internet. This preferred rate will be available only until close of business on Monday, **June 10, 2019**. 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.marriott.com/event-reservations/reservation-link.mi?id=1547062385119&key=GRP&app=resvlink>

Reservation by Telephone:

+1 630-719-8000

Westin Lombard Yorktown Center Hotel: Ms. Kristy Schmelzer
Meeting & Event Manager
Tel: +1 630-719-8017
Fax: +1 630-719-8050

EFB EXPO

The Main EFB Exposition (EXPO) will take place on Tuesday, June 25, 2019, 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. Supplemental EXPOs will also be held during coffee breaks and lunch on Wednesday, June 26, and Thursday June 27, 2019. The Main and Supplemental EXPOs will be held in the Grand Ballroom F-J.

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 Chicago:

- EFB EXPO: June 25: 1200-1700 Grand Ballroom F-J
- Supplemental EXPO: June 26: During coffee breaks and lunch Grand Ballroom F-J
- Welcome Reception: June 26: Evening details to be announced
- Supplemental EXPO: June 27: During coffee breaks and lunch Grand Ballroom F-J
- EFB Subcommittee: June 28: 0900-1700 Cypress Ballroom

Travel Information

The Westin Lombard Yorktown Center Hotel is located approximately 18 miles from Chicago O'Hare International Airport and 24 miles for Chicago Midway Airport.

From Chicago O'Hare International Airport (ORD):

By Taxi: Travel time is approximately 25 minutes and the fare will be approximately \$35.00. Please contact City Suburban Taxi at: www.americantaxi.com or +1 630-495-5555 and request the suburban taxi rate.

From Chicago Midway International Airport (MDW):

By Taxi: Travel time is approximately 35 minutes and the fare will be approximately \$40.00. Please contact City Suburban Taxi at: www.americantaxi.com or +1 630-495-5555 and request the suburban taxi rate.

Other Travel Options:

Limousine: Contact Erin Dijioia at Windy City Limousine at +1 847-916-9259 or www.windycitylimos.com.

Rental Car: Complimentary self-parking for all hotel guests. Valet parking is available for an additional charge.

Uber: Use the address above with your Uber app. The fare should be approximately \$20.00.

Other Information

Chicago was incorporated as a port city on the Great Lakes in 1837. Today, it is the third largest city in the United States. It is a major international business center known for its finance, commerce, technology, and transportation. Fifty-eight million tourists visited Chicago in 2018. Attractions include the Millennium Park, Navy Pier, Willis Tower, Museum of Science and Industry, and Adler Planetarium.



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