



To EFB Users Forum **Date** January 31, 2022

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Reference 22-999/SMA-266 lth

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

Host



Collins Aerospace

Chairmen Philipp Haller, Austrian Airlines
Will Ware, Southwest Airlines

When

Forum: June 1, 2022 From 0900 to 1200: Capitol Ballroom

EXPO: June 1, 2022 From 1200 to 1700: Annapolis/Senate Ballrooms

Forum: June 2, 2022 From 0900 to 1700: Capitol Ballroom

EXPO: June 2, 2022 From 0900 to 1700: Annapolis/Senate Ballrooms during coffee breaks and lunch

Reception: June 2, 2022 Evening, details to be announced

Forum: June 3, 2022 From 0900 to 1200: Capitol Ballroom

EXPO: June 3, 2022 From 0900 to 1200: Annapolis/Senate Ballrooms during coffee break

Where EFB Users Forum and EXPO

The Westin Annapolis
100 Westgate Circle
Annapolis MD 21401
tel: +1 888-236-2427
tel: +1 800-535-4028
fax: +1 410-972-4301



Meeting Objectives

**Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force
June 1-3, 2022**

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by Collins Aerospace at the Westin Annapolis, Annapolis, Maryland. 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 (Capitol Ballroom)

Agenda

Wednesday, June 1, 2022

0900: Welcome Address and Introductions

- 0915 – 1200: Session 1 – EFB Regulatory Issues
- 1200 – 1700: EXPO

Thursday, June 2, 2022

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: Session 2 – EFB Security and Connectivity

1200 to 1330: Lunch Break

- 1330 – 1700: Session 3 – Integrated EFB

Evening: Reception, time to be announced

Friday, June 3, 2022

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: 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 **April 30, 2022**.

Instructions ARINC Registration

You must register with ARINC Industry Activities to obtain proper badging and ensure your seating. AEEC Members and Associate Members may attend this event at no charge. The attendance fee for non-members and non-associate members is \$800 per individual. Invited speakers will receive an invitation to register as our guest with complimentary attendance. IATA Member Airlines that are not AEEC Members are extended a discounted attendance fee of \$400 per individual. The registration link can be found on the EFB Users Forum webpage at:

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

Pre-registration will close on **Monday May 16, 2022**. All participants who have not pre-registered by this date will be required to register on site.

Hotel

The Westin Annapolis



Hotel Information

The Westin Annapolis 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 \$169.00 per night. This preferred rate will be available until sold out or close of business on Wednesday, **May 10, 2022**, 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. Valet parking is available for \$20 per day for EFB Users Forum participants.

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:

www.marriott.com

+1 800-535-4028

EFB EXPO

The Main EFB Exposition (EXPO) will take place on Wednesday, June 1, 2022, from 1200 to 1700 (following the morning Regulatory presentations session). EFB suppliers, system integrators, and others will have an opportunity to demonstrate their EFB products and services to the user community. The Supplemental EXPO will also be held during coffee breaks and lunch on Thursday June 2, 2022 and during the coffee break on Friday, June 3, 2022. The Main and Supplemental EXPOs will be held in the Annapolis and Senate Ballrooms.

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 Annapolis:

- EFB EXPO: June 1: 1200-1700 Annapolis and Senate Ballrooms
- Supplemental EXPO: June 2: During coffee breaks and lunch Annapolis and Senate Ballrooms
- Welcome Reception: June 2: Evening; details to be announced
- Supplemental EXPO: June 3: During the coffee break Annapolis and Senate Ballrooms
- EFB Subcommittee: May 31: 0900-1700 Caucus Ballroom

Travel Information

Annapolis is served by three major airports: Washington-Dulles, Reagan National, and Baltimore-Washington. Any of these is suitable, with directions for each included below.

From Baltimore-Washington International Airport (BWI):

The Westin Annapolis is located approximately 24 miles south of the Baltimore-Washington International Airport.

By Taxi: Travel time is approximately 35 minutes, and the fare will be approximately \$60.00.

By Uber: Use the address above with your Uber app. The fare should be approximately \$41.00.

From Washington Reagan National Airport (DCA):

The Westin Annapolis is located approximately 35 miles east of the Washington Reagan National Airport.

By Taxi: Travel time is approximately 1 hour, and the fare will be approximately \$100.00.

By Uber: Use the address above with your Uber app. The fare should be approximately \$55.00.

From Washington-Dulles International Airport (IAD):

The Westin Annapolis is located approximately 60 miles east of the Washington-Dulles International Airport.

By Taxi: Travel time is approximately 1 hour 45 minutes, and the fare will be approximately \$150.00.

By Uber: Use the address above with your Uber app. The fare should be approximately \$85.00.

Note: Uber fares are highly variable depending on day, time, and prevailing demand at the time of your request.

**Other
Information**

Annapolis is located on Chesapeake Bay and is part of the Baltimore-Washington metropolitan area. It served as the temporary capital of the United States from 1783-1784 and remains the capital of Maryland today. Annapolis is renowned for its plentiful seafood, sailboat racing, the Maryland State House, United States Naval Academy, and St. John's College.



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EFB