



**To** EFB Users Forum **Date** August 19, 2022

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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** November 8-10, 2022

**EXPO:** November 8, 2022, From 1200 to 1700: Foyer Level -1, Paralelo  
**Forum:** November 9, 2022, From 0900 to 1700: Ramblas A & B  
**EXPO:** November 9, 2022, during coffee and lunch breaks:  
Foyer Level -1, Paralelo  
**Reception:** November 9, 2022, Evening, details to be announced  
**Forum:** November 10, 2022, From 0900 to 1700: Ramblas A & B

**Where** EFB Users Forum and EXPO

**Hilton Barcelona**  
589-591 Avenida Diagonal  
Barcelona 08014  
Spain  
tel: +34 93 495 7766  
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**Meeting Objectives**

**Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force  
November 8-10, 2022**

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by SITA at the Hilton Barcelona Hotel, Barcelona, 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 (Ramblas A & B)  
Wednesday, November 9, 2022**

0900: Welcome Address and Introductions

- 0915 – 1200: Session 1 – EFB Regulatory Issues

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

- 1330 – 1700: Session 2 – Cybersecurity Panel

Evening: Reception, time to be announced

**Thursday, November 10, 2022**

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: Session 3 – EFB Connectivity

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

- 1330 – 1700: Session 4 – 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 **September 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 **Sunday, October 23, 2022**. All participants who have not pre-registered by this date will be required to register on site.

## Hotel

## The Hilton Barcelona



## Hotel Information

The Hilton Barcelona 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 210€ per night including breakfast and VAT. The hotel will begin taking back portions of the unreserved rooms on a schedule, so it is important to make your reservations early if you can. The preferred rate will be available until sold out or close of business on Sunday, **October 23, 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.

Cancellations made between 40-15 days prior to the event will be charged one night cancellation penalty, those cancelling less than 15 days prior to the event will be charged for the full stay.

### 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:

[www.my-event.hilton.com/bcnhitw-gefbu-3921f4fc-96b9-449d-9662-6259a95000c2/](http://www.my-event.hilton.com/bcnhitw-gefbu-3921f4fc-96b9-449d-9662-6259a95000c2/)

For assistance or modifications please contact the reservations department directly:

[www.hilton.com](http://www.hilton.com)

+1 800-445-8667

## **EFB EXPO**

The Main EFB Exposition (EXPO) will take place on Tuesday, November 8, 2022, 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. The Supplemental EXPO will also be held during coffee breaks and lunch on Wednesday November 9, 2022. The Main and Supplemental EXPOs will be held in the Foyer Level -1 and Paralelo 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 Barcelona:

- EFB Subcommittee: November 7: 0900-1700 Paseo de Gracia
- EFB EXPO: November 8: 1200-1700 Foyer Level -1 & Paralelo
- Supplemental EXPO: November 9: During coffee breaks and lunch Foyer Level -1 & Paralelo
- Welcome Reception: November 9: Evening; details to be announced

## **Travel Information**

Barcelona is served by Barcelona–El Prat Airport (BCN) approximately 17 km southwest of the city center.

### **From El Prat Airport (BCN):**

**By Taxi:** Travel time is approximately 20 minutes, and the fare will be 30-40€. There are two Hilton hotels in Barcelona. Be sure to instruct the driver that you are seeking the Hilton Barcelona located at 589-591 Avenida Diagonal to avoid any confusion.

**By L9-L3 metro link:** Travel time is approximately 45 minutes, and the fare will be approximately 10€.

**Other Information**

Barcelona was founded as a Roman military camp on the Mediterranean. Today it is the second largest city in Spain with a population of 1.6 million. Located in northeastern Spain, it is a prosperous business hub and popular tourist destination. Attractions include the Sagrada Familia church, Montserrat Monastery, City Center and Piers.



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EFB