



To EFB Users Forum **Date** February 21, 2022

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Reference 23-999/SMA-317 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: June 20, 2023, From 1200 to 1700: Plaza Ballrooms 1, 2, & 3

Forum: June 21, 2023, From 0900 to 1700: Premier Ballroom

EXPO: June 21, 2023, From 0900 to 1700: Plaza Ballrooms 1, 2, & 3

Reception: June 21, 2023, Evening, details to be announced

Forum: June 22, 2023, From 0900 to 1700: Premier Ballroom

EXPO: June 22, 2023, From 0900 to 1530: Plaza Ballrooms 1, 2, & 3

Where EFB Users Forum and EXPO

Best Western Premier Calgary Plaza
Hotel & Conference Centre
1316 33 Street NE
Calgary, Alberta T2A 6B6

Canada
tel: +1 800 661 1464
local: +1 403 248 8888



Meeting Objectives

**Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force
June 20-22, 2023**

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by FLYHT at the Best Western Premier Calgary Plaza Hotel & Conference Centre, Calgary, Canada. Philipp Haller, Austrian Airlines, and Will Ware, Southwest Airlines, will co-chair the joint meeting.

This conference is a coordinating activity among airlines, cargo carriers, and other aircraft operators 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
- Cybersecurity
- 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 (Premier Ballroom)
Wednesday, June 21, 2023**

0900: Welcome Address and Introductions

- 0915 – 1200: Session 1 – EFB Regulatory Issues

1200 to 1330: Lunch Break

- 1330 – 1700: Session 2 – What’s New?

Evening Welcome Reception: Time and details to be announced

Thursday, June 22, 2023

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: Session 3 – Airline Efficiency

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 by **April 1, 2023**.

Instructions ARINC Registration

You must register with ARINC Industry Activities to obtain proper badging and ensure your seating. AEEC Members and AEEC Associate Members may attend this event at no charge. The attendance fee for non-members and non-associate members is \$1000 per individual. Invited speakers will receive an invitation to register as our guests with complimentary attendance. IATA Member Airlines that are not AEEC Members are extended a discounted attendance fee of \$500 per individual. The registration link can be found on the EFB Users Forum webpage at:

<https://aviation-ia.sae-itc.com/events/electronic-flight-bag-efb-users-forum>

Pre-registration will close on **Sunday, June 4, 2023**. All participants who have not pre-registered by this date will be required to register on site.

Hotel The Best Western Premier Calgary Plaza Hotel & Conference Centre



Hotel Information

The Best Western Premier 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 CAD \$139.00 per night. The preferred rate will be available until sold out or Saturday, **June 3, 2023**, whichever comes first. Thereafter, the hotel will take back any unreserved rooms, so it is important to make your reservations early. 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 reservation to obtain the discounted rate.

Reservation Link:

https://www.bestwestern.com/en_US/book/hotel-rooms.61102.html?groupId=2B7FM1S0

For assistance or modifications, please contact the reservations department directly:

+1 800-661-1464

EFB EXPO

The Main EFB Exposition (EXPO) will take place on Tuesday, June 20, 2023, 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 be held during coffee breaks and lunch on Wednesday June 21, 2023, and Thursday June 22, 2023. The Main and Supplemental EXPOs will be held in the Plaza 1, 2, & 3 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://aviation-ia.sae-itc.com/events/electronic-flight-bag-efb-users-forum>

Please note that the 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 Calgary:

- EFB Subcommittee: June 19: 0900-1700 Garden Court 1
- EFB EXPO: June 20: 1200-1700 Plaza Ballrooms 1, 2, & 3
- Supplemental EXPO: June 21: During coffee breaks and lunch
June 22: During coffee breaks and lunch
- Welcome Reception: June 21: Evening; details to be announced

Travel Information

Calgary is served by Calgary International Airport (YYC) approximately 17 km northeast of the city center.

From Calgary International Airport (YYC):

By Shuttle: Travel time is approximately 20 minutes. Reservations must be made directly with the hotel in advance, and the charge is CAD \$5.00 per trip. See Attachment 1.

By Taxi: Travel time is approximately 20 minutes, and the fare will be CAD \$20-40.

By Uber: Travel time is approximately 20 minutes, and the fare will be approximately CAD \$10-30.

**Other
Information**

The Royal Canadian Mounted Police established a post in Calgary in 1875, although the surrounding area had been inhabited by native peoples for centuries. Today it is Canada’s fourth largest city, with a population of approximately 1.3 million. It is a prosperous business hub dominated by oil, gas, and mining. Attractions include the Calgary Tower, National Music Centre, Olympic Park, and Calgary Stampede Grounds.



cc

EFB

Attachment 1

 **BWP PREMIER | BEST WESTERN.**
Calgary Plaza Hotel & Conference Centre

1316 33rd Street N.E.
Calgary, Alberta, Canada T2A 6B6
Tel: (403) 248-8888 Fax: 403-235-4548
Toll Free 1-800-663-1144

Airport Shuttle Information

- The shuttle is available by reservation only
- The shuttle has a cost of \$5.00 per person, per use
- The shuttle will depart from the Airport on the 1/2 hour (7:30, 8:30 etc) only when reserved for pick-up.
- The shuttle will depart from the Hotel on the hour (7:00, 8:00, etc) only when reserved for drop-off.

How to Book the Shuttle:

- Please call the hotel directly at **1.403.248.8888** or toll free at **1.800.661.1464** to schedule your shuttle service pick-up and drop-off.
- The shuttle runs from 5:00 AM to 1:00 AM

Where the Shuttle will be waiting:

International

- The shuttle will be waiting at Bus Bay #37
- To access Bus Bay #37 please exit the Airport through door #16 on the Arrivals Level
- The shuttle will be waiting across the street

Domestic

- The shuttle will be waiting at Bus Bay #16
- To access Bus Bay #16 please exit the Airport through door #4 on the Arrivals Level
- The shuttle will be waiting across the street

If the Shuttle is not there:

- In the event the flight is delayed or early, please visit one of the information booths located in the airport
- Each information book will have a number to the hotel