



To EFB Users Forum **Date** August 28, 2023

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

Host
S K Y ✈ PATH

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

When **EXPO:** November 7, 2023, 1200 to 1700: Conference Level, Second Floor
Forum: November 8, 2023, 0900 to 1700: Grand Ballroom Dvorak
EXPO: November 8, 2023, 0900 to 1700: Conference Level, Second Floor
Reception: November 8, 2023, Evening, details to be announced
Forum: November 9, 2023, 0900 to 1700: Grand Ballroom Dvorak
EXPO: November 9, 2023, 0900 to 1530: Conference Level, Second Floor

Where **EFB Users Forum and EXPO**
Hilton Prague Old Town Hotel
V Celnici 7
110 00 Prague 1
Czech Republic
tel: +420 221 822 100
fax: +420 221 822 200



Meeting Objectives

Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force November 7-9, 2023

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by Skypath at the Hilton Prague Old Town Hotel in Prague, Czech Republic. Philipp Haller, Austrian Airlines, and Will Ware, Southwest Airlines, will co-chair the 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 (Grand Ballroom Dvorak)
Wednesday, November 8, 2023**

0900: Welcome Address and Introductions

- 0915 – 1200: Session 1 – EFB Regulatory Issues

1200 to 1330: Lunch Break

- 1330 – 1700: Session 2 – EFB 2.0

Evening Welcome Reception: Time and details to be announced

Thursday, November 9, 2023

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: Session 3 – AID Panel

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 **October 1, 2023**.

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 \$1000 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 \$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, October 22, 2023**. All participants who have not pre-registered by this date must register on site.

Hotel Hilton Prague Old Town Hotel

V Celnici 7
110 00 Prague 1
Czech Republic
tel: +420 221 822 100
fax: +420 221 822 200



Hotel Information

The Hilton Prague Old Town Hotel 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 CZK 4,600 per night including Hilton buffet breakfast. The preferred rate will be available until sold out or **October 12, 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. The hotel reserves the right to charge the entire length of stay for changes or cancellations less than 21 days prior to the event. 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 that the preferred rate can be extended.

Reservation Link:

<https://www.hilton.com/en/attend-my-event/efbusersforumarindustryactivities/>

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, November 7, 2023, from 1200 to 1700 on the Conference Level, Second Floor. 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 8, 2023, and Thursday, November 9, 2023. Supplemental EXPOs will be held on the Conference Level, Second Floor.

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 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 Prague:

- EFB Subcommittee: November 6: 0900-1700 Liszt Room
- EFB EXPO: November 7: 1200-1700 Conference Level, Second Floor
- Supplemental EXPO:
 - November 8: During coffee breaks and lunch: Conference Level, Second Floor
 - November 9: During coffee breaks and lunch: Conference Level, Second Floor
- Welcome Reception: November 8: Evening; details to be announced

Travel Information

Prague is served by Václav Havel Airport (PRG) located approximately 15 km west of the city center.

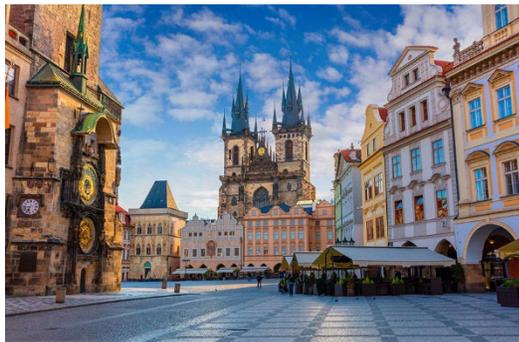
From Václav Havel Airport (PRG):

By Taxi: Travel time is approximately 30 minutes, and the fare will be approximately CZK 600 depending on traffic.

By Public Transportation (bus and subway): Travel time is approximately 45-60 minutes, and the fare will be CZK 40.

Other Information

Located on the Vltava River, Prague is home to 1.3 million inhabitants. It is the capital and largest city in the Czech Republic, well known as a cultural and economic hub in central Europe. World famous attractions include the Prague astronomical clock, the Charles Bridge, Old Town Square, and the Prague Castle.



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EFB