



To EFB Users Forum **Date** February 23, 2024

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



AVIOBOOK
a Thales Group Company

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

When **June 4-6, 2024** (Detailed Agenda below)

Date	Time	Function	Location
Tuesday, June 4	0800-1030	Coffee Reception and Registration	Foyer
Tuesday, June 4	1030-1300	Forum	Malachite Showroom
Tuesday, June 4	1300-1700	EXPO	Garden Court III & Bel-Air Ballrooms
Wednesday, June 5	0900-1700	Forum	Malachite Showroom
Wednesday, June 5	0900-1700	Supplemental EXPO	Garden Court III & Bel-Air & Bel-Air Ballrooms
Wednesday, June 5	Evening	Reception	To be announced
Thursday, June 6	0900-1200	Forum	Malachite Showroom
Thursday, June 6	0900-1100	Supplemental EXPO	Garden Court III & Bel-Air Ballrooms

Where

EFB Users Forum and EXPO
Renaissance Dallas Addison Hotel
15201 Dallas Parkway
Addison, Texas 75001
tel: +1 972-386-6000



Meeting Objectives

Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force June 4-6, 2024

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by Aviobook at the Renaissance Dallas Addison Hotel in Dallas, Texas. 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
- 4D Trajectories

EFB Hardware/Software

- On-aircraft connectivity to databuses
- 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

EFB Programs

- Operator experiences, tips, and best practices
- Achieving paperless operations
- EFB Administration tools, procedures, and device control
- Fuel savings and carbon footprint reduction
- EFB training
- Operational procedures
- Risk and safety management
- EFB business case considerations
- Industry trends and updates

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 (Malachite Showroom)

Agenda

Tuesday, June 4, 2024

0800: Welcome Coffee Reception and Registration

1030: Welcome Address and Introductions

- 1045 – 1300: Session 1 – EFB Regulatory Issues
- 1300 – 1700: EXPO

Wednesday, June 5, 2024

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: Session 2 – EFB 2.0

1200 to 1330: Lunch Break

- 1330 – 1700: Session 3 – Mitigating App Fatigue

Evening Welcome Reception: Time and details to be announced

Thursday, June 6, 2024

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: 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 **May 1, 2024**.

Instructions ARINC Registration

You must register with ARINC Industry Activities to obtain proper badging and ensure your seating. An EFB Users Forum Badge is required for all activities related to the EFB Users Forum, including the technical meeting, exhibit areas, receptions, etc. 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 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, May 19, 2024**. All participants who have not pre-registered by this date must register on site.

Hotel

Renaissance Dallas Addison Hotel
15201 Dallas Parkway
Addison, TX 75001
tel: +1 972-386-6000

**Hotel Information**

The Renaissance Dallas Addison 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 \$179 per night. The preferred rate will be available until sold out or **May 18, 2024**, whichever comes first. After that, 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 one night's stay for changes or cancellations less than 3 days prior to the event. You must identify yourself as participating 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:**[Book your group rate for EFB Users Forum](#)**

For assistance or modifications, please contact the reservations department directly:
+1 888-236-2427

EFB EXPO

The Main EFB Exposition (EXPO) will take place on Tuesday, June 4, 2024, from 1300 to 1700 at the Garden Court III and Bel-Air ballrooms. 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, June 5, 2024, and Thursday, June 6, 2024. 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 must formally register as an individual.

Related Activities

Several EFB events are being planned for this week in Dallas:

- EFB Subcommittee: June 3: 0900-1700 Mayfair Room
- EFB EXPO: June 4: 1300-1700 Garden Court III & Bel-Air ballrooms.
- Supplemental EXPO:
 - June 5: During coffee breaks and lunch: Garden Court III & Bel-Air ballrooms
 - June 6: During coffee breaks and lunch: Garden Court III & Bel-Air ballrooms
- Welcome Reception: June 5: Evening; details to be announced

Travel Information

Dallas is served by Dallas Fort Worth International (DFW) and Love Field (DAL) airports.

From Dallas Fort Worth International (DFW): The hotel is located 21 miles from DFW. Travel time is approximately 25 minutes and Uber fares are in the \$35 range.

From Love Field (DAL): The hotel is located 12 miles from DAL. Travel time is approximately 15 minutes and Uber fares are in the \$20 range.

Parking is available on premises if you arrive by rental car or your own vehicle. The standard self-park rate is \$11 per day for EFB Users Forum participants. Parking passes reflecting the discounted rate will be distributed for those requiring them.

Once you have arrived, no additional transportation will be required, as all EFB activities will be held at the hotel.

**Other
Information**

Dallas is a cosmopolitan, international city offering a myriad of entertainment possibilities. Many of the city's landmarks such as the Dallas Museum of Art, Dealey Plaza, Winspear Opera House, the Age of Steam Railroad Museum, the Dallas World Aquarium, and the renowned Dallas Zoo are close by.



cc

EFB