




**To** EFB Users Forum **Date** August 21, 2024

**From** Peter Grau- SAE ITC **Reference** 24-999/SMA-387 lth  
Director  
[peter.grau@sae-itc.org](mailto:peter.grau@sae-itc.org)  
John Synnott- IATA  
Senior Manager Flight Operations  
Information Technology  
[synnottj@iata.org](mailto:synnottj@iata.org)

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

A STAR ALLIANCE MEMBER 

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

**When** November 19-21, 2024 (Detailed Agenda below)

Date	Time	Function	Location
November 19	0800-1030	Coffee Reception and Registration	Galeria Foyer
November 19	1030-1300	Forum	Sala I & II
November 19	1300-1700	EXPO	Sala III, VI, VII, & Oceanus
November 20	0900-1700	Forum	Sala I & II
November 20	0900-1700	Supplemental EXPO	Sala III, VI, VII, & Oceanus
November 20	Evening	Reception	To be announced
November 21	0900-1200	Forum	Sala I & II
November 21	0900-1100	Supplemental EXPO	Sala III, VI, VII, & Oceanus

**Where****EFB Users Forum and EXPO**

**Hotel Cascais Miragem**  
Avenida Marginal 8554  
2754-536 Cascais  
Portugal  
tel: +351 21 006 06 00

**Meeting Objectives****Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force  
November 19-21, 2024**

TAP Air Portugal will host the EFB Users Forum at the Cascais Miragem Hotel in Cascais, Portugal. Philipp Haller, Austrian Airlines, and Will Ware, Southwest Airlines, will co-chair the meeting.

This conference coordinates activities 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 (Sala I & II)**

**Tuesday, November 19, 2024**

0800: Welcome Coffee Reception and Registration

1030: Welcome Address and Introductions

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

**Wednesday, November 20, 2024**

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: Session 2 – Digital Data

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

- 1330 – 1700: Session 3 – App Management (in panel format)

**Evening Welcome Reception:** Time and details to be announced

**Thursday, November 21, 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](mailto:peter.grau@sae-itc.org) by **October 15, 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 technical meetings, 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, November 3, 2024**. All participants who have not pre-registered by this date must register on site.

## Hotel

**Hotel Cascais Miragem**  
**Avenida Marginal 8554**  
**2754-536 Cascais, Portugal**  
**tel: +351 21 006 06 00**



## Hotel Information

The Hotel Cascais Miragem 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 € 195 per night including breakfast and taxes. The preferred rate will be available until sold out or **October 31, 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. Cancellations made after this date will be charged for the entire length of the stay. 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:

<https://www.cascaismirage.com/book/dates-of-stay?domain=portal.travelclick.com&groupID=4259161&adults=1>

For assistance or modifications, please contact the events team at:  
[events@cascaismirage.com](mailto:events@cascaismirage.com).

## EFB EXPO

The Main EFB Exposition (EXPO) will take place on Tuesday, November 19, 2024, from 1300 to 1700 in the Sala III, VI, VII, and Oceanus 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, November 20, 2024, and Thursday, November 21, 2024. EXPOs will be held on the Galeria 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 reserving 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 Lisbon:

- EFB Subcommittee: November 18: 0900-1700 Sala IV
- EFB EXPO: November 19: 1300-1700 Sala III, VI, VII, & Oceanus
- Supplemental EXPO:
  - November 20: During coffee breaks and lunch: Sala III, VI, VII, & Oceanus
  - November 21: During coffee breaks and lunch: Sala III, VI, VII, & Oceanus
- Welcome Reception: November 20: Evening; details to be announced

## Travel Information

Lisbon is served by Humberto Delgado (LIS) airport approximately 30 km from the hotel.

**From Humberto Delgado Airport (LIS):** Travel time is approximately 30 minutes by car with fares in the € 50 range by taxi and € 40 by Uber. Travel time is approximately 90 minutes by public transportation (bus or subway and train) with fares in the € 20 range.

Parking is available on the premises if you arrive by rental car or your own vehicle. Once you have arrived, no additional transportation will be required, as all EFB activities will be held at the hotel.

## Other Information

Lisbon is the capital and largest city in Portugal. It is a cosmopolitan, international city offering a myriad of entertainment possibilities. Well known for its architecture and numerous museums, Lisbon is a popular tourist destination and enjoys a mild Mediterranean climate.

