



To EFB Users Forum **Date** February 14, 2025

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

SITA

Chairs Philipp Haller, Austrian Airlines
Brian Norris, American Airlines

When June 24-26, 2025

Where EFB Users Forum and EXPO
Sheraton Le Centre Montreal Hotel
1201 Rene-Levesque Blvd. West
Montreal, QC H3B 2L7
Canada
tel: +1 514-878-2000



Meeting Objectives Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force
June 24-26, 2025

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by SITA at the Sheraton Le Centre Montreal Hotel in Montreal, Quebec. Philipp Haller, Austrian Airlines, and Brian Norris, American 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.

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Preliminary Agenda

EFB Users Forum/EFB Task Force Meeting (Salle De Bal West)

Tuesday, June 24, 2025

0800: Welcome Coffee Reception and Registration (Salle de Bal Foyer)

1030: Welcome Address and Introductions

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

Wednesday, June 25, 2025

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: Session 2 – **EFB Integration & Connectivity**

1200 to 1330: Lunch Break

- 1330 – 1700: Session 3 – **EFB Program Management & App Data Sharing**

Evening Welcome Reception: Time and details to be announced

Thursday, June 26, 2025

0900: EFB Users Forum Administration and Announcements

- 0915 – 1200: Session 4 – **Operator Experiences**

See Attachment 1 for more activities scheduled.

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 30, 2025**.

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 \$1200 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 \$600 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 8, 2025**. All participants who have not pre-registered by this date must register on-site.

Hotel

Sheraton Le Centre Montreal Hotel
1201 Rene-Levesque Blvd. West
Montreal, QC H3B 2L7
Canada
tel: +1 514-878-2000



Hotel Information

The Sheraton Le Centre Montreal 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 **CAD \$299** per night. The preferred rate will be available until sold out or **May 30, 2025**, 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 can be made up to 72 hours prior to arrival with no penalty. Cancellations received after that will be subjected to one night's room and tax penalty. 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:
+1 514-878-2000

EFB EXPO

The Main EFB Exposition (EXPO) will occur on Tuesday, June 24, 2025, from 1300 to 1700 in the Salle De Bal Centre & East. See Attachment 2 for the floor plan. 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 25, 2025, and Thursday, June 26, 2025. EXPOs will be held on the Fourth 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

Other EFB events are being planned for this week in Montreal:

- EFB Subcommittee: June 23: 0900-1700 Salon I
- Welcome Reception: June 25: Evening; details to be announced

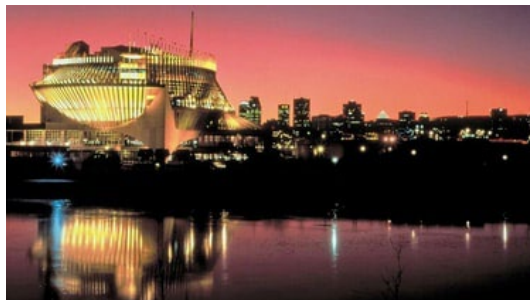
Travel Information

From Montreal – Trudeau International Airport (YUL): The Sheraton Le Centre Montreal Hotel is in downtown Montreal, approximately 30 minutes from the airport by taxi. Mass-transit bus, subway, or train from the airport is not available.

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

Other Information

Montreal is the capital and largest city in Quebec and the second largest in Canada. It is the headquarters of the International Civil Aviation Organization (ICAO) and the International Air Transport Association (IATA). It is a cosmopolitan, international city offering bountiful entertainment possibilities. Montreal is a popular tourist destination. It is well known for hosting the Canadian Formula One Grand Prix and the Montreal International Jazz Festival, as well as its architecture and numerous museums.



cc

EFB

Attachment 1

Agenda Details

Date	Time	Function	Location
Tuesday, June 24	0800-1030	Coffee Reception and Registration	Salle De Bal Foyer
Tuesday, June 24	1030-1300	Forum	Salle De Bal West
Tuesday, June 24	1300-1700	EXPO	Salle De Bal Centre & East
Wednesday, June 25	0900-1700	Forum	Salle De Bal West
Wednesday, June 25	0900-1700	Supplemental EXPO	Salle De Bal Centre & East
Wednesday, June 25	Evening	Reception	To be announced
Thursday, June 26	0900-1200	Forum	Salle De Bal West
Thursday, June 26	0900-1100	Supplemental EXPO	Salle De Bal Centre & East

Attachment 2

