FSEMC

Together "We Set the Standard."

To	EFTeG	**Date**	November 4, 2020
From	Scott Smith smitty@sae-itc.org tel +1 443-221-8372	**Reference**	20-999/SMA-193-lth

Subject   **Meeting Announcement**
European FSTD Technical Group (EFTeG)
Virtual Meeting

Chairman   **Michael Schofield, Lufthansa Aviation Training**

Who to Attend   The meeting should be attended by training device managers, simulator engineers, general managers of smaller organizations, simulator evaluators, and simulator industry suppliers that are involved with qualification and certification of FSTDs.

The format is an informal, round table, open forum discussion.

When   December 16-17, 2020, from 1400 to 1700 (Central European Time) each day

Meeting Times	US Pacific	US Eastern	Central European
Start	0500	0800	1400
Adjourn	0800	1100	1700

Where   The Meeting is being held virtually. After registration, meeting connection details will be distributed a week before the meeting. This meeting will be held through Microsoft Teams. A Microsoft Teams information sheet is included as Attachment 1.

Instruction   **Meeting Registration**

Please notify ARINC Industry Activities of your intention to attend by registering online at: *http://www.aviation-ia.com/events/*.

Registering for the meeting is important! You need to register with ARINC IA before December 9, 2020, so that your connections details can be delivered. A registration list will also be sent to EASA.

Meeting Instructions

Comments or questions regarding any of the agenda items are invited. If you wish any material to be circulated prior to the meeting, please submit your proposals via e-mail to Scott Smith by **November 27, 2020**.

The meeting is open to all, with a primary audience of flight simulation device operators who are subject to EASA qualification and certification requirements. The agenda will be finalized one week prior to the meeting.

Meeting Objectives

The European FSTD Technical Group (EFTeG) was chartered as a result of feedback from recent FSEMC conferences. The flight simulation industry perceived a need for a forum for simulator operators that are subject to EASA regulations to discuss technical issues. This forum is also intended for EASA flight simulation regulatory representatives to discuss regulatory qualification and compliance questions with operators.

The format is an informal, round table open forum. All are invited to openly speak and discuss topics with your peers in the industry. The schedule and agenda can be expected to be fluid. A list of potential topics is outlined below:

Current Industry Issues	New devices, facility moves, personnel training, future organizational plans, etc.
Technical Issues	Discuss operators' experiences and challenges.
Simulator Quality Management Issues	Discuss operators' experiences with compliance with SQM regulations from EASA or regional NAAs.
Simulator Qualifications and Evaluations	Discuss operators' experiences recent technical evaluations (motion, visual, configuration, QTGs, etc.).
FSEMC Activities	Discuss activities of the FSEMC Conference, Working Groups, and ARINC Standards.
Regulatory Q&A	Open dialogue with regulators.

The FSEMC welcomes presentations relevant to regulatory, engineering, and maintenance issues. This includes topics that will or may affect our collective future and could need regulatory input to move towards a positive outcome for the industry.

Call for Presentations

To request time on the agenda for a presentation, contact Michael Schofield at *michael.schofield@lat.dlh.de* or Scott Smith at *smitty@sae-itc.org* by **December 9, 2020.**

Call for Regulatory Questions

To allow sufficient time for research on submitted agenda items, the ARINC Industry Activities staff will collect topics for discussion for integration into a final agenda. Also requested are specific regulatory questions or issues for EASA representatives.

Please submit your items as soon as convenient. The ARINC Industry Activities staff will present a list of pre-submitted questions to EASA one week prior to the meeting.

Meeting Schedule

The following is a generic agenda depicting tentative timing. A detailed agenda will be sent to all attendees a couple of weeks prior to the meeting.

Wednesday

Time (CET)	Agenda Item
1400	Introductions Recent Organizational Activity
1430	Round table discussion, current issues, common practices
1530	Presentation(s)
1650	Finalize agenda for Day 2
1700	*ADJOURN*

Thursday

Time (CET)	Agenda Item
1400	Round table discussion, current issues, common practices
1500	Roundtable Q&A for pre-submitted discussion items
1650	Meeting roundup
1700	*ADJOURN*

cc   FSEMC Steering Committee

Attachment 1

Hello,

SAE International Technologies Consortia (SAE ITC) and ARINC Industry Activities hold most virtual meetings using Microsoft Teams. To participate in a Microsoft Teams meeting, you must:
1. Have the Microsoft Teams App, or
2. Have Microsoft Edge available as your browser, or
3. Have Chrome available as your browser

You may need to contact your IT Help Desk to comply with one of the above options.

Some generic instructions for Microsoft Teams:

The procedure for joining a Microsoft Teams Meeting on the web: Joining a Microsoft Teams meeting on the web can be done with the Microsoft Edge or Google Chrome web browsers and does not require a software download. Joining on the web is useful if you do not have the Microsoft Teams application installed on the computer you are using or if you are a guest who was invited to a meeting hosted by someone outside your organization. If you do have Microsoft Teams installed on your computer, the easiest way to join a Teams meeting is from within the application.

Some specific instructions for Microsoft Teams:

Microsoft Teams Meetings can be joined on the web by clicking a meeting link in an email invitation or event in your Outlook calendar. Use the following procedure to join a Teams meeting on the web with a meeting link:

1. Locate the meeting invitation message in your email inbox and open the message. If you accepted the meeting invitation and RSVP'd in Outlook, you can open the meeting event in Outlook's calendar instead. To access the calendar in outlook, press the **Calendar** button in the lower-left corner of Outlook. Double-click the meeting event in your calendar to open it and view the invitation message.
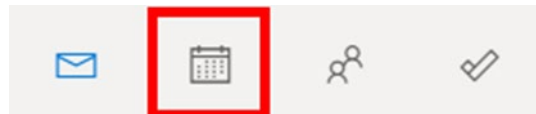

2. Look for the **Join Microsoft Teams Meeting** link within the body of the email message or calendar event and click it.


3. A Teams Join conversation web page will open in your default web browser. What happens next will vary depending on your browser and whether or not Microsoft Teams is installed on your computer:
   a. If you have the Microsoft Teams application installed on your computer, the Teams application may open automatically, or your browser may open a prompt asking if you would like to open Microsoft Teams. Confirm and click **Open** to join the meeting with the Microsoft Teams application. (If you do not wish to join the meeting within the Teams app and would rather join on the web, dismiss the prompt by clicking **Cancel** instead).

b. If you do not have the Microsoft Teams application installed on your computer, you can join on the web without installing the application. This option will appear differently depending on your browser:
   i. If you are using **Microsoft Edge**, you can join the meeting by clicking the **Join on the web instead** button. Look for a "Let teams.microsoft.com use your webcam and microphone?" prompt at the bottom of the browser window and click **Yes**.
   ii. If you are using **Google Chrome**, you can join the meeting by clicking on the **Join on the web instead** button. Under Chrome's address bar, look for a "teams.microsoft.com wants to" use your microphone and use your camera prompt and click **Allow**.
   iii. **NOTE:** This Join conversation page takes on a different appearance if you are currently logged into your organization's Office 365 account on Edge or Chrome. In this case, click the **Continue on this browser** button to join the meeting on the web.
   iv. If you are using a web browser that is not supported by Teams, you will see a message in the web page that "Your browser does not support Teams meetings." Click the **Join in Microsoft Edge** button to open the meeting in the Edge browser. Your browser may open a prompt asking you to confirm that you want to open Microsoft Edge. Confirm and choose **Open link** if prompted.
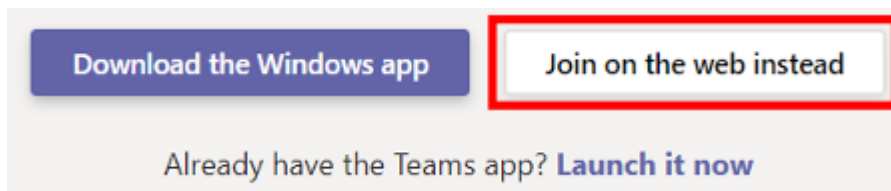
4. Once you have selected the method of entry and given the website permission to use your camera and microphone, you will be taken to a page where you can configure your audio and video settings and preview your video before joining the meeting. Type your name in the "Enter name" field located inside of the video preview window. USE THIS FORMAT: "John Doe, ABC Company" (Full name, company)
5. To enter the meeting, click the **Join now** button located inside of the video preview window. Before joining you may optionally configure the following settings:
   a. Press the **slider buttons** in the bottom of the video preview to set whether you will enter the meeting with your camera on or off and your microphone on or muted.
   b. Press the **Settings** cog button in the bottom-right of the video preview to open up a Device settings panel where you can select which audio and video devices to use in the meeting. Use the drop-down menus under **Speaker**, **Microphone**, and **Camera** to select the devices you want to use.

Enter: Full Name, Company
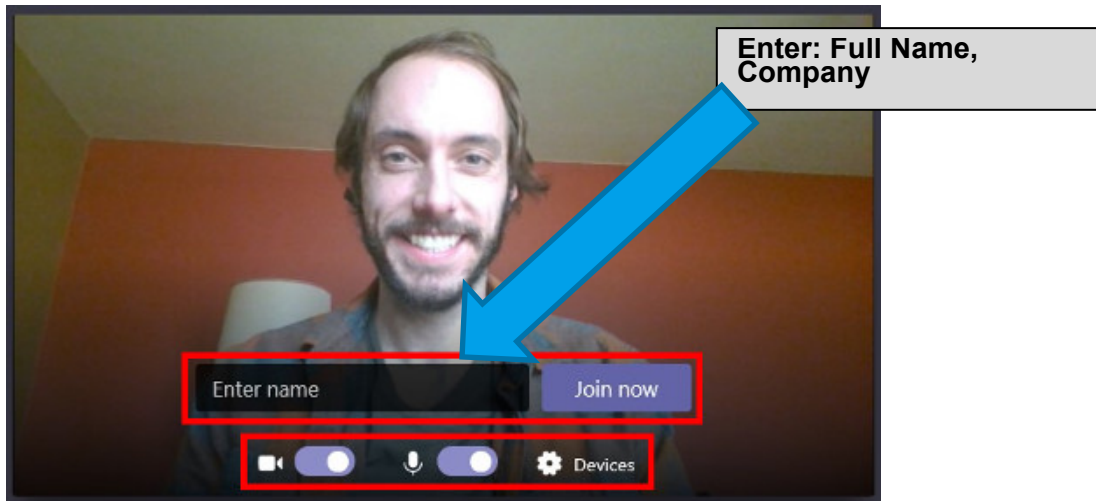
6. Depending on how the meeting settings are configured, you may see a "Someone in the meeting should let you in soon" message. The meeting organizer will be notified that you are waiting in the lobby and will be given the option to admit you.
7. Once you have entered the meeting, you can use buttons in the Meeting controls panel in the bottom-center of the meeting video to turn on/off your microphone and camera, share your screen, open the conversation (text chat), and access other meeting features.

NOTE: Screen sharing is currently only supported in Google Chrome and the Microsoft Teams desktop application.