



To SCQ Working Group **Date** May 19, 2017

From Sam Buckwalter
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Subject **Meeting Announcement**
Simulator Continuing Qualification (SCQ) Working Group

When August 21-22, 2017, from 0900 to 1700 (Monday-Tuesday)

Chairman Tom Shaw, The Boeing Company

Where Meeting Location
CAE
8585 Cote-de-Liesse
Saint-Laurent, Quebec, Canada
The meeting site is about 10 minutes from the Montreal International Airport (YUL). On Monday, August 21, 2017, please plan on arriving at the meeting 15 minutes early for security processing.
Hotel Information
CAE has preferred rates at several area hotels. See Attachment 1 for more information.

Instruction Please notify ARINC Industry Activities (IA) of your intention to attend by registering online at: <http://www.aviation-ia.com/events/>.
The CAE campus and facilities are secured areas. The ARINC IA staff must have the following information by **August 14, 2017**, to allow CAE security time to build an access list and badges:

- First and last name
- Company name
- Company address
- Company email

Please plan on arriving 15 minutes in advance to allow sufficient time for security processing.
Dress code for this meeting is business casual.

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 Sam Buckwalter by **August 14, 2017**. After this date, late materials will not be available for review prior to the meeting; they may only be introduced on the agenda with the approval of the chairman and formal consensus of the group.

The meeting is open to all interested parties. Individuals requesting time on the agenda should contact Sam Buckwalter. The agenda will be finalized one week prior to the meeting.

Meeting Objectives

The intent of the SCQ Working Group is to initiate discussion to alternative means of continuing qualification and validation of FSTDs – and share and promote new ideas and ways of optimizing regular testing and checking methods. We invite your organization to participate in this “idea generation” activity to ensure we consider ideas from across the industry.

The meeting will delve into improving recurrent qualification evaluations outside of the QTG processes. The group’s discussions will result in several points:

- The activity will produce a standard or set of guidance for an alternate means of compliance for the continuing evaluation of FSTDs.
- Guidance Material for Configuration Control for Software (Simulator Systems).
- Recommendations for recurrent qualification testing methodologies.

Meeting Schedule

Monday (0900-1700)

1. Introductions
2. Detail current and future data needs of training device operators
3. Discuss current data requirements, means of obtaining data, etc.
4. Review of Action Items

Tuesday (0900-1700)

1. Continue review of Action Items
2. Develop objectives and rough work plan for the group
3. Assign Action Items
4. Discuss next meeting(s)

Travel Information

The meeting site is about 12 miles (20 kilometers) from the Montreal city center. Traffic congestion should be considered if staying downtown, as opposed to a hotel near the airport. See the attached maps for assistance with making your lodging arrangements.

NOTE: CAE is undertaking a major construction project of the parking areas during the summer, and recommends using hotel shuttle or taxi.

cc

FSEMC Steering Committee

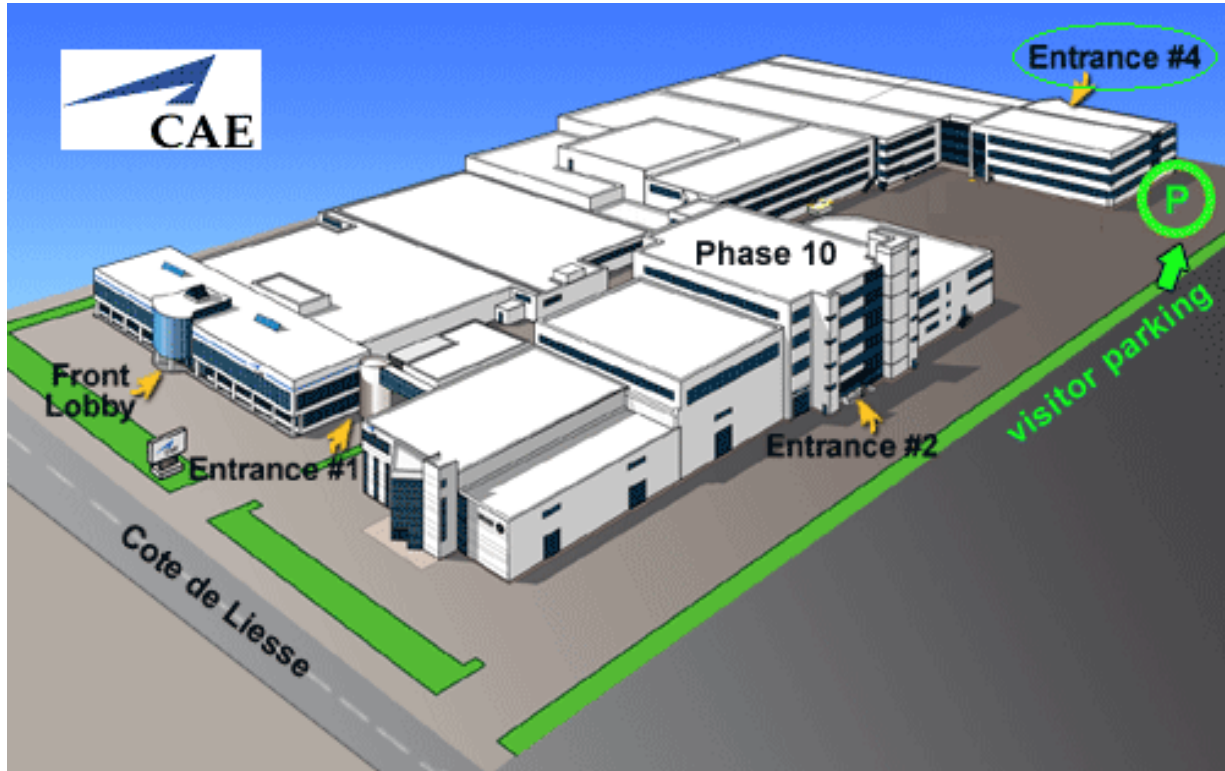
Attachment 1

Hotel and Arrival Information
SCQ & FDD Working group – Quebec, Canada –
CAE, 8585 Cote de Liesse, Montreal, Quebec

Hotel	Phone	Price	Airport Shuttle	Shuttle To/From CAE
Crowne Plaza Montreal Airport 6600 Cote De Liesse Montreal, QC	514-344-1999	\$ 129 CAD	Yes	Yes
Hilton Garden Inn Montreal Airport 7880 Cote-De-Liesse Montreal, QC	514-788-5120	\$ 141 CAD	Yes	Yes (walking distance)
Aloft Montreal Airport 500 Mcmillan Blvd, Montreal, QC	514-633-0900	\$ 122 CAD	Yes	No
Residence Inn Montreal Airport 6500 Place Robert-Joncas, Montreal, QC	514-336-9333	\$ 145 CAD	Yes	No
Sheraton Montreal Airport Hotel 555 McMillan Avenue Montreal, QC	514-631-2411	\$ 145 CAD	Yes	No

The information above represents rate arrangements between the hotels and CAE. When selecting your hotel, confirm the rate and your shuttle needs as appropriate. Rates are current as of May 15, 2017. Note that ARINC Industry Activities has not confirmed the information shown.

Use Entrance #4 to access the CAE facility



Guests will be welcomed at entrance #4

NOTE: CAE is currently undertaking a major construction project of the parking areas, the recommendation is to use hotel shuttle or Taxi.