

To SIWG **Date** August 20, 2015

From Sam Buckwalter
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tel +1 443-454-0584 **Reference** 15-999/SMA-904 klp

Subject **Meeting Announcement**
Special Investigation Working Group (SIWG)

When December 1-2, 2014 from 0900 to 1700
December 3, 2014 from 0830 to 1200

Chairman Karsten Montebaur, Lufthansa Technik

Where Meeting Location
Delta Air Lines Operations Center III (OC3)
980 Virginia Ave
Atlanta, Georgia 30354-1312 USA
Meeting Room 4024

The meeting will be held at the Delta OC3 Building. The building has its own parking lot and is across the street from the Delta General Office Complex. Participants should plan to arrive at Delta OC3 Training Center between 0830 and 0845.

To process through security and enter the OC3 building, use the parking lot security entrance.

Hotel Information

There is a good selection of hotels available within walking distance of the OC3 training facility to suit your budget and comfort needs. See the attached list for more information.

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

As this is a secured establishment, everyone who attends will have to provide the following:

- Name (Last, First)
- Company Name
- Dates of Attendance

Please send this information to Sam Buckwalter before November 24, 2015.

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 November 24, 2015. After that date, if you have new material, it 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

Regulatory Authorities and reliability issues have required the operator or its repair facility to provide additional attention to aircraft components, which either produce a flight incident or do not reach its intended reliability. This might happen not only to one specific serial number, but also on the complete component series.

The purpose of this standards activity is to develop a new ARINC Report to provide guidance for the assignment, accomplishment, and reporting of investigations for components which exceed the regular workshop analysis and repair process.

Travel Information

Please consider using a hotel shuttle, walking, or taxi. Parking is available at the OC3 Building for those with cars; see parking location on the attached map.

cc

AMC Steering Group

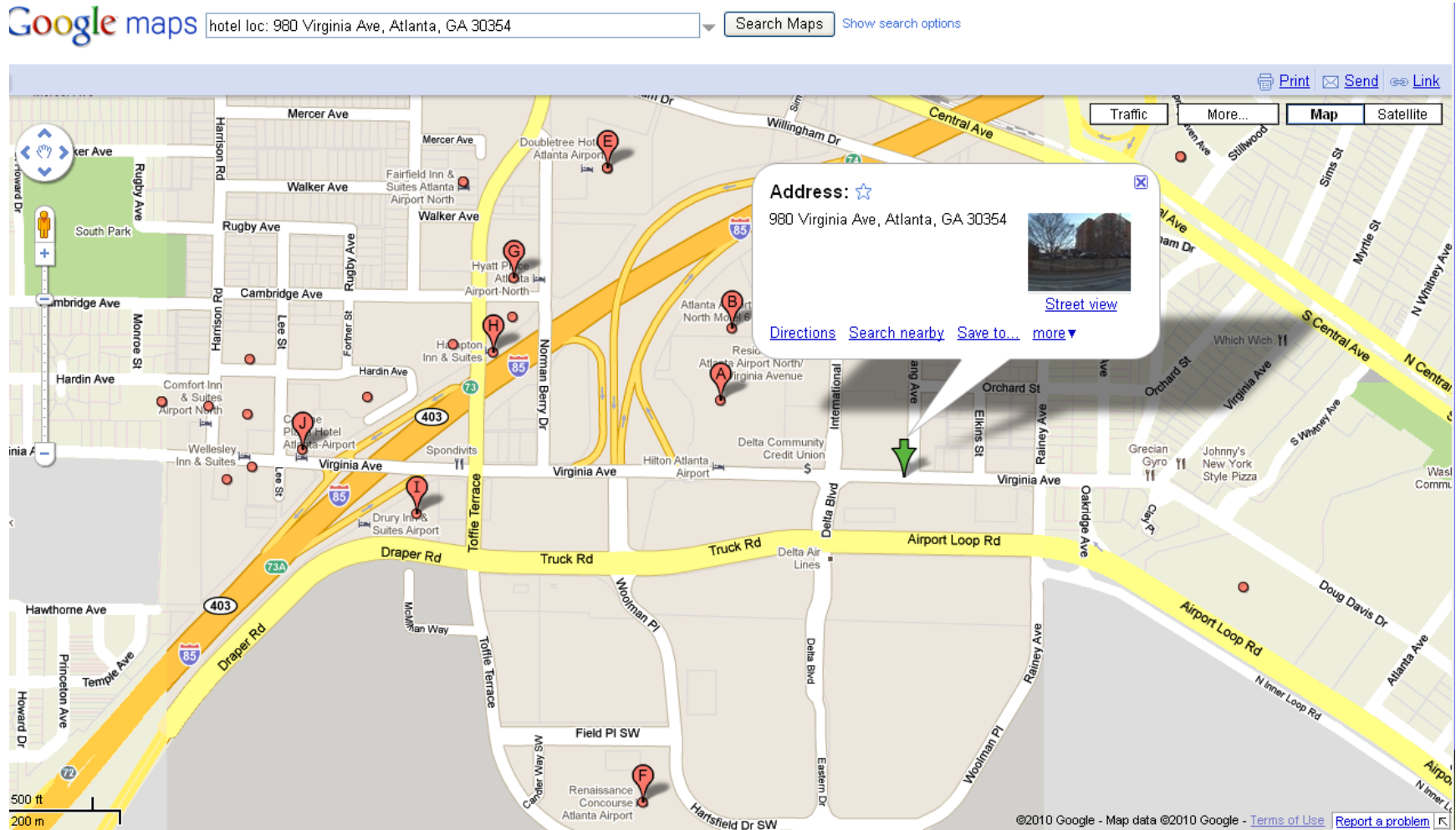
Hotels

There is a good selection of hotels available within walking distance of the Delta OC 3 training facility to suit your budget and comfort needs. Below is a list of hotels. Check with your hotel for any special rates for Delta events. Most hotels provide shuttle service to/from the terminal and the Delta headquarters. Check with the hotel for details. I recommend the Hilton, Residence Inn, or Courtyard.

A.	Hilton Atlanta Airport Hotel 1031 Virginia Avenue Atlanta, GA 30354 (404) 767-9000	Close Walk to Meeting .2 Miles Airport Shuttle Parking additional cost
B.	Residence Inn Atlanta Airport North/Virginia Avenue 3401 International Boulevard Hapeville, GA 30354 (404) 761-0511	Close Walk to Meeting .3 Miles Airport Shuttle Parking Complimentary
C.	Atlanta Airport Hotel Motel 6 1200 Virginia Ave Atlanta, GA 30344 (404) 209-1800	Close Walk to Meeting .3 Miles Airport Shuttle
D.	Courtyard Atlanta Airport North/Virginia Avenue 3399 International Boulevard Hapeville, GA 30354 (404) 559-1043	Close Walk to Meeting .3 Miles Airport Shuttle
E.	Doubletree Hotel Atlanta Airport 3400 Norman Berry Drive Atlanta, GA 30344 (404) 763-1600	.5 Miles to Meeting Airport Shuttle
F.	Renaissance Concourse Atlanta Airport Hotel One Hartsfield Centre Parkway Atlanta, GA 30354 (404) 209-9999	.4 Miles to Meeting Airport Shuttle Parking Additional
G.	Hyatt Place Atlanta Airport-North 3415 Norman Berry Drive East Point, GA 30344 (404) 768-8484	.7 Miles to Meeting Airport Shuttle
H.	Hampton Inn & Suites - Atlanta Airport North 3450 Bobby Brown Parkway East Point, GA 30344 (404) 767-9300	.6 Miles to Meeting Airport Shuttle

The green arrow on the map indicates OC3 Building and parking. [Show on Google Maps](#)

http://maps.google.com/maps?near=980+Virginia+Ave,+Atlanta,+GA+30354&geocode=CW-VeENnMFAcFe6XAQIdM9T3-inJxRFZQ_30iDGtDVgGMtWyKA&q=hotel&f=l&hl=en&sll=33.658862,-84.421581&sspn=0.011931,0.019248&ie=UTF8&hq=hotel&hnear=&t=h&ll=33.659174,-84.427228&spn=0.011484,0.019248&z=16



Travel Information

The map below shows location of the Delta Air Lines headquarters and area information for hotels. From Atlanta Hartsfield-Jackson International (ATL) distance is two miles. If you wish to travel downtown, you can take the hotel shuttle to connect to the rapid transit (Marta). The website is itsmarta.com

DELTA HEADQUARTERS AREA MAPS

