Speakers Guide for AEEC Events

AEEC General Session, AEEC Users Fora and AEEC Subcommittee Activities

Purpose   The purpose of this speakers guide is to outline the general policies for presentations at events organized by ARINC Industry Activities and the Airlines Electronic Engineering Committee (AEEC). This speakers' guide describes the selection, length, format and content of presentations and the associated review process.

Goal   The AEEC is an international airline forum where interested parties can exchange information, present challenges and resolve issues of interest to the industry at large. The goal is to ensure relevant, high quality and appropriate presentations are offered at all AEEC meetings. Speakers may be drawn from airlines, airframe manufacturers, suppliers, system integrators, regulators and other aviation related or relevant organizations as the leadership team deems appropriate.

Topics   The meeting leadership team for the activity, comprising industry and ARINC staff, will determine the presentation topics of interest for a particular meeting. Interested parties may inform the appropriate ARINC staff representative of their general interest in a topic, by providing a written request in email well in advance of the meeting, perhaps offering to be the speaker or by suggesting an appropriate speaker.

Selection   Once the leadership team has determined the topics of interest, the session leader, in concert with ARINC staff, will invite speakers best suited to present material for a particular session, based on technical interest and time available. The leadership team may invite individuals with specific competencies to speak at an AEEC meeting. Once selected, the speakers should commit to speak in-person as soon as possible, but no later than 4 weeks before the meeting. The speaker should also prepare a brief outline of their intended presentation and its general content and focus. In some cases it will be appropriate to provide a short bio to the session leader.

Pre-recorded presentations and virtual presentations via the internet may require specialized equipment, and are therefore considered an exception to be used only under unusual circumstances. For example, the leadership team determines that the value of the material outweighs the method of presentation.

In the event that a panel discussion is being conducted in-lieu of a speaker, the session leader shall invite the panelists and act as moderator or designate an appropriate substitute. The moderator should prepare a series of seed questions to initiate and encourage discussion, should the audience not readily do so.

Length   Presentations should strictly adhere to the time allocated (usually 15-20 minutes in length) with time for questions afterward. Questions and discussion should be encouraged by the speaker and the moderator/session leader. If a joint presentation is being made, the speakers should determine in advance the amount of time allocated to each, such that the entire presentation remains within the aforementioned guidelines.

Format   Presentations should be provided in PPT or PDF or compact video format. When the content is in the form of slides, they should be kept to a size reasonable for such a meeting.

Presentations to the AEEC Executive Committee and associated Users Forums should be provided at least 1 week prior to the meeting. The general rule of thumb is 1 slide per minute.

Content   Presentations should be technical, objective and relevant to the session topic and audience. The presentations must refrain from marketing of the speaker's product or service. Those opportunities are available outside the meeting room.
The speaker should assume that meeting participants already have some basic knowledge of his or her company and its products. A lengthy discussion of a company's products, business activities and clients, and comparison with competitors is not permitted. Discussion or reference to specific aviation accidents by airline, flight number or other means is prohibited. No controversial, embarrassing or unsubstantiated statements should be used. Likewise, political and religious content is inappropriate and not permitted. All material submitted to the AEEC enters the public domain and is published as shared copyright per ARINC Industry Activities policies.

Approval   **Presentations to the AEEC Executive Committee and associated Users Forums should be provided to the ARINC staff** no later than 1 week prior to the meeting. Submitted material will be considered protected under joint-copyright per ARINC and AEEC policy. The session leader and ARINC staff will promptly review the submitted material and confer with each other as to its acceptability. Any necessary changes will be communicated to the speaker.

Working papers for an AEEC Subcommittee and/or Working Group are desired in advance of the meeting on the schedule set by the Subcommittee leadership.

Distribution   Following the meeting, presentations will be prepared and packaged in the form of an AEEC Letter and made available on the ARINC Industry Activities website. This will take place approximately 30 days after the meeting. Some material may be available sooner. Interested parties should refrain from asking for copies until the AEEC Letter is published.
This material is available free of charge to ARINC Industry Activities Members and Corporate Sponsors. Non-Members and non-Corporate Sponsors are invited to purchase meeting presentations and reports at:
http://www.aviation-ia.com/cf/store

Contact   Comments may be directed to the AEEC Executive Secretary and Program Director (pjp@sae-itc.org).