




**To** EFB Users Forum **Date** September 8, 2017

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**Reference** 17-999/SMA-033 lth

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

**Host:** 

**Chairmen** **Philipp Haller, Austrian Airlines**  
**Will Ware, Southwest Airlines**

**When** **EXPO:** November 14, 2017 From 1200 to 1700: Summit 1  
**Reception** November 14, 2017 Evening details to be announced  
**Forum:** November 15, 2017 From 0900 to 1700: Summit 2  
**EXPO:** November 15, 2017 During breaks: Summit 1  
**Forum:** November 16, 2017 From 0900 to 1700: Summit 2

**Where** **EFB Users Forum and EXPO**  
**Suntec Singapore International Convention and Exhibition Centre**  
1 Raffles Boulevard  
Singapore 039593  
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## Meeting Objectives

### Joint Meeting: AEEC EFB Users Forum & IATA EFB Task Force November 15-16, 2017

The EFB Users Forum, in coordination with the IATA EFB Task Force, will be hosted by Jeppesen at the Suntec Singapore International Convention and Exhibition Centre in Singapore. The joint meeting will be co-chaired by Philipp Haller, Austrian Airlines, and Will Ware, Southwest Airlines.

This conference is a coordinating activity among airlines, cargo carriers, and other aircraft operators intended to facilitate EFB development. Aircraft manufacturers, regulators, EFB suppliers, and others are encouraged to participate in the Forum to advance EFB capabilities.

#### General topics of discussion:

##### Regulatory

- EFB policy updates/education
- Coordinating with regulators
- EFB policy change initiatives
- EFB standards development
- Qualifying devices for EFB use
- Design and installation approvals
- Obtaining EFB authorization and approval
- NextGen/SESAR initiatives
- Harmonizing international regulations

##### EFB Programs

- Operator experiences, tips and best practices
- Achieving paperless operations
- EFB Administration tools, procedures, and device control
- EFB training
- Operational procedures
- Risk and safety management
- EFB business case considerations
- Industry trends and updates

## General topics of discussion (continued):

### EFB Hardware/Software

- On-aircraft connectivity to the databus
- Off-aircraft connectivity
- Security
- Portable and Installed EFBs
- Mounting and viewable stowage
- Power supply and battery issues
- EFB architecture and design failure and recovery procedures

### The Human Element

- Human factors
- Culture and change management
- Human-Machine interfaces
- EFB innovations
- Workload considerations
- Single sign-on and data entry
- Seamless app to app navigation

## Preliminary Agenda

### EFB Users Forum/EFB Task Force Meeting (Summit 2)

#### Wednesday, November 15

0830: Welcome Address and Introductions

- Session 1 – EFB Regulatory Issues

#### *1200 to 1330: Lunch Break*

- Session 2 – EFB Security and Connectivity

#### Thursday, November 16

0830: EFB Users Forum Administration and Announcements

- Session 3 – Certification and Ops Approval

#### *1200 to 1330: Lunch Break*

- Session 4 – EFB Operator Experiences

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 Peter Grau at [peter.grau@sae-itc.org](mailto:peter.grau@sae-itc.org) by **October 31, 2017**.

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

## Venue



## Hotel Information

The Suntec Singapore International Convention and Exhibition Centre will serve as the venue for all EFB activities. It is located in the central business district and is directly accessible to various shopping, dining, and hotel options. There are no sleeping rooms at Suntec. However, Singapore has numerous hotels, several of which are within walking distance. A good strategy is to use Google Maps, enter Suntec Convention Centre, click nearby, then click hotels nearby. Please select a hotel which suits your tastes and budget.

## Instructions **ARINC Registration:**

You must register with ARINC to obtain proper badging and ensure your seating. Please notify ARINC Industry Activities of your intention to attend by registering online. The attendance fee is \$600 per individual. AEEC • AMC • FSEMC Members, Corporate Sponsors, and Invited Speakers are exempt from attendance fees. IATA Member Airlines that are not AEEC • AMC • FSEMC Members are extended a discounted attendance fee of \$300 per individual. The registration website provides details. A link to our online registration can be found at: [http://www.aviation-ia.com/aec/projects/efb\\_users\\_forum/index.html](http://www.aviation-ia.com/aec/projects/efb_users_forum/index.html)

Pre-registration will close on **Monday October 30, 2017**. All participants who have not pre-registered by this date will be required to register on site.

## EFB EXPO

The Main EFB Exposition (EXPO) will take place on Tuesday, November 14, from 1200 to 1700. EFB suppliers, system integrators, and others will have an opportunity to demonstrate their EFB products and services to the user community. A Supplemental EXPO will also be held during coffee breaks and lunch on Wednesday, November 15. The Main and Supplemental EXPOs will both be held in the Summit 1 Ballroom.

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:

[http://www.aviation-ia.com/aec/projects/efb\\_users\\_forum/index.html](http://www.aviation-ia.com/aec/projects/efb_users_forum/index.html)

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 is still required to formally register as an individual.

**Related Activities**

Several EFB events are being planned for this week in Singapore:

- EFB Subcommittee November 13: 0900-1700 in Meeting Room 307
- EFB EXPO November 14: 1200-1700 in Summit 1
- Welcome Reception November 14: Evening details to be announced
- Supplemental EXPO November 15: During coffee breaks and lunch in Summit 1

**Travel Information**

The Suntec Singapore International Convention and Exhibition Centre is located approximately 20 kilometers (12 miles) from Singapore Changi Airport.

**From Singapore Changi Airport (SIN):**

**By Taxi:** Travel time is approximately 20 minutes and the fare will be in the range of S\$ 40.

**By Bus:** Travel time is approximately 30 minutes with the City Airport train to Marina Bay and the fare will be in the range of S\$ 20.

**By Subway (MRT):** Travel time to station Marina Bay is approximately 45 minutes and the fare will be in the range of S\$ 10.

**Other Information**

Singapore was founded by Sir Stamford Raffles in 1887. It is a major hub for international business and trade, and is well known for its high quality of life. Singapore is a gateway to Southeast Asia, and offers cultural attractions such as the Theatre, Classical Music, Gardens by the Bay, and unique architecture such as the Marina Bay Sands, Esplanade, Raffles Hotel, and Lau Pa Sat.

**cc**

EFB