



### Introduction

Established in 1994, the Flight Simulator Engineering & Maintenance Conference (FSEMC) is an air transport industry activity organized by Aeronautical Radio, Inc. (ARINC), specifically ARINC Industry Activities (IA). The objectives of FSEMC are to promote reliability and reduce the operating costs of flight simulators and other training devices by improving engineering, maintenance, and support techniques through the impartial exchange of technical information. This is done via a yearly forum conducive to direct industry-wide communication that facilitates solutions to significant problems experienced by Users.

### FSEMC Mission Statement

***To be recognized as the international authority on the Aviation Training Device industry. To enhance the safety and operational efficiency of aviation worldwide through the dissemination of engineering, maintenance, and associated technical information, including the development of consensus standards. To promote and advance the state of the art of the Aviation Training Device industry.***

## The FSEMC Conference

The FSEMC Conference consists of representatives from the technical leadership of the air transport flight simulator engineering and maintenance community (Operators). In addition, also included are companies whose primary involvement is with flight simulators as a User, Regulatory Authorities and having significant engineering and maintenance resources (Other Users). Organizations that support the above named groups through provisions of materials or services (Suppliers), and other interested organizations (Others).

FSEMC accomplishes its objectives through a number of activities including an annual conference, working group activities, and users' forums. The FSEMC also maintains liaison with the Airlines Electronic Engineering Committee (AEEC) and the Avionics Maintenance Conference (AMC) both organized by ARINC IA as well. The FSEMC also maintains professional relationships with other aviation or electronic industry activities such as ATA, IATA and ICAO.

Each fall the FSEMC holds its annual conference that brings the Operators, Other Users, Regulatory Authorities, and Suppliers together from around the world. A successful conference is the result of work throughout the year by the FSEMC Steering Committee.

### Flight Simulator Engineering Maintenance Conference

- Premier Conference Dedicated to FSTD Industry
- Established in 1994
- Improves Simulator Reliability Availability
- Reduces Operating Costs for Users
- Charters Working Groups to Resolve Issues
- Adopts ARINC Standards for Industry Benefit

**FSEMC** 



The 2010 FSEMC Conference in Brighton, England.

## Steering Committee

The Steering Committee plans, organizes, and directs all FSEMC activities including the annual conference, establishes and monitors working group activities, represents the FSEMC to the ARINC Board of Directors, acts to further the goals of the FSEMC, and represents industry interests in flight simulator engineering and maintenance.

Specific Steering Committee activities include:

1. Planning, organizing, and conducting the annual conference:
  - a. Preparation and review of the program and other material for each annual conference.
  - b. Soliciting and evaluating the quantity and quality presentations made at the annual conference.
  - c. Soliciting and coordinating with host organizations for each annual conference
  - d. Evaluating and selecting future locations for the FSEMC annual conference.
  - e. Soliciting and reviewing feedback from conference attendees after each annual conference to develop future enhancements and improvements.
2. Formulating, publishing, and implementing policies and procedures consistent with advancing and improving the FSEMC.
3. Exploring new avenues of growth in FSEMC conference membership (military and regional airline markets).
4. Generating a priority list of the top issues facing the Simulator Industry, and facilitating the development of solutions to these issues.
5. Establishing Working Groups to prepare a new ARINC Standard, or to modify an existing standard.



## Steering Committee Membership

The FSEMC Steering Committee is composed of officers, voting members, non-voting support staff, and non-voting liaison representatives from other invited groups.

Organizations interested in standing for election to the FSEMC Steering Committee notify FSEMC Executive Secretary of their desire to be placed on the next available ballot.

The FSEMC Steering Committee is comprised of 18 voting representatives of FSEMC Member Organizations (FMO) distributed as follows:

- Representatives of 10 commercial air carrier FMOs
- Representatives of two other users of flight simulators FMOs
- One representative of a commercial aircraft manufacturer FMO
- One representative of a full-flight simulator manufacturer FMO
- Four representatives from any FMO category, including suppliers

To ensure global air carrier representation, the ten commercial air carrier FMOs elected to the Steering Committee should include at least one FMO from each of the following regions:

- North America
- Europe
- Asia Pacific
- Africa and Middle East
- Caribbean, Central and South America

## Steering Committee Membership



- Global Representation
- Equitable Distribution
  - Airlines and Users
  - FFS Manufacturers
  - Aircraft Manufacturers
  - Suppliers and Vendors

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## **Steering Committee Elections**

At each annual conference, elections are held to select organizations to serve a three-year term on the FSEMC Steering Committee. To provide continuity, the elected terms are staggered so that only one third of the positions are eligible for election each year.

Once elected, the company or organization will designate an individual representative (and an alternate) to serve on the FSEMC Steering Committee.

Service on the FSEMC Steering Committee is on a purely voluntary basis. The FSEMC Steering Committee members exhibit a personal commitment to furthering the goals of the FSEMC and supporting the entire flight simulator community.

## **Steering Committee Officers**

The Chairman and Vice Chairman of the Steering Committee are elected from the Steering Committee membership for one-year terms. Consecutive terms in office are permitted.

The FSEMC Chairman is charged with the general supervision of FSEMC affairs. The Chairman also presides at the annual conference, Steering Committee meetings, appoints chairman to lead Working Groups, and represent FSEMC in other matters related to its activities and affairs (e.g., annual report to the ARINC Board of Directors).

The FSEMC Vice Chairman-assists the Chairman in performing the Chairman's duties, and any other tasks as designated by the FSEMC Chairman, and should be prepared to perform the duties of the Chairman in his absence. The Vice Chairman is also responsible for administering the FSEMC awards program, selecting deserving individuals for awards along with two other steering committee members as the FSEMC awards subcommittee.

In addition to the FSEMC Chairman and Vice Chairman, non-voting officers on the Steering committee include the FSEMC Executive Secretary and Assistant Secretary. The Airline Avionics Institute also has a non-voting liaison position on the steering committee to advise AAI activities regarding the annual conference.

The FSEMC Executive Secretary is designated and provided by ARINC IA to provide technical and administrative support to the FSEMC and its Steering Committee. The Executive Secretary shall receive, maintain, and distribute correspondence, bulletins, documents, reports of steering committee meetings and working groups, and other written material of the FSEMC. This includes the sales of FSEMC documents in either print or electronic format, as well as web site administration. The Executive Secretary shall maintain liaison with other organizations; shall keep the Chairman and Vice Chairman advised of all matters requiring FSEMC attention; and shall perform other duties as directed by the Chairman with the concurrence of ARINC IA Management. ARINC IA supports the FSEMC Secretary by providing clerical, web support, and other services.

The Assistant Secretary is also designated and provided by ARINC IA, and will assist the Executive Secretary as directed by ARINC IA management and assume the duties of the Executive Secretary in his absence.

### **Steering Committee Member Responsibilities**

A prerequisite for Steering Committee membership is the ability to contribute to the objectives of FSEMC through technical expertise and user experience in flight simulator engineering and maintenance.

The responsibilities of FSEMC Steering Committee members include preparing for, and to regularly attend the scheduled Steering Committee meetings, the annual conference and any other meetings required to sustain FSEMC activities. All members are encouraged to attend at least one of the Steering Committee meetings plus the annual conference. Each Steering Committee member should designate an alternate from their organization who can attend on their behalf as needed.

Additionally, each Steering Committee member, as an elected representative, is expected to solicit and represent the views of the FSEMC constituency on an on-going basis. Each member should notify the other members of the Steering Committee of any issues that could benefit from FSEMC action. Views and inputs from constituents are discussed at each Steering Committee meeting. Steering committee members should also urge their constituents to suggest improvements to the FSEMC as well as submit questions for the annual conference.

The work of individual Steering Committee members, in addition to the Steering Committee meetings, is on a strictly volunteer basis.

Each member of the Steering Committee is asked (on a volunteer basis) to help in the work to support the annual conference. This work typically includes:

1. Serve as a Moderator, Spotter, or video camera operator during the conference.
2. Help in the recruitment of suppliers/vendors during the year to join and support the FSEMC.

Each member was elected to represent the industry, and therefore should dedicate time from their busy schedules to ensure the success of the FSEMC. A Steering Committee member should expect to spend approximately 8-12 hours a month in support of FSEMC Steering Committee activities.

### **Steering Committee Duties**

- Regularly Attend Steering Committee Meetings
- Represent their Constituents
- Actively Participate in Conferences
- Provide Feedback from Industry



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## **Steering Committee Meetings**

The FSEMC Steering Committee convenes three times per year to conduct FSEMC planning and other business. These meetings are the Preliminary Conference Planning meeting, the Final Conference Planning Meeting, and the Pre-Conference and Post-Conference meetings which are held in conjunction with the annual conference.

Should the need arise; additional special meetings of the Steering Committee may be called by the Chairman.

The Preliminary Conference Planning and the Final Conference Planning meetings are each usually two days long. The Preliminary Conference Planning meeting is held in late January/early February each year. The Final Conference Planning meeting is usually held in late June/early July. Each year, the venues for these meetings are typically one North American location and one European location.

The purpose of the meetings is:

1. To plan the annual conference.
2. Ensure FSEMC is on task with year round activities such as working groups and other industry events.
3. Review submitted discussion items

During the Preliminary Conference Planning meeting, work preparing for the next conference takes place. The plan for meetings, activities, and events associated with the conference is prepared. Potential presentation topics and locations for future conferences are also discussed.

The purpose of the Final Conference Planning meeting is to review current and past activities, review the conference discussion items, and to finalize conference program and arrangements.

The Pre-Conference Steering Committee meeting is held on the first day of the annual conference prior to the commencement of activities. Its purpose is to review assignments and finalize all other details related to the conference.

The Post-Conference Steering Committee meeting is held immediately following adjournment of the annual conference for the purpose of critiquing the conference, and to manage other FSEMC business as appropriate. Host representatives for the current and next annual conference and newly elected Steering Committee members are invited to this meeting. Election of the FSEMC Chairman and Vice Chairman also occurs at this meeting.

During the annual conference, Steering Committee members are asked to take part in rating the FSEMC presentations. The FSEMC Assistant Secretary is responsible for organizing and collecting the ratings used to determine the winning presentation.

Prior to and immediately following the annual conference, Steering Committee volunteers are sought to assist ARINC IA staff members in the set-up and teardown of ARINC supplied audio-visual equipment.

## **Steering Committee Benefits**

Being a part of a group that guides and shapes the future of the industry is a completely selfless benefit that every committee member, past and present, values for the rest of their career. In addition, the friendship and professional association made with other leaders in our industry as well as the exchange of experience and information is invaluable to the members and their organizations.

FSEMC activities have become the gold standard for the Flight Simulator Training Industry. Because of a dedicated group of professionals on the Steering Committee as well as the ARINC IA staff, future activities of the FSEMC are in an outstanding position to address the needs of the Industry.

# **FSEMC Creates Real Value for Simulator Users and Suppliers**

**For More Information Contact**

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