Suggested Themes/Topics for the 2025 Training Symposia
Regional Training Cooperation Framework Working Group (RTCF WG)

1. **Flight Inspector Training and Inspector Instructor Supply**:
   - Advancements in flight inspection standards
   - Challenges for inspector trainings in APAC
   - New technologies for training (including benefits and drawbacks of automation and the use of virtual, augmented, and mixed reality in training)
   - Strategies for mentoring young aviation enthusiasts
2. **Urban Air Mobility** and **Unmanned Aerial Systems**
   - Challenges and opportunities for pilots, air traffic controllers and regulators
   - Integration of manned and unmanned airspace
3. **NextGen Aviation**:
   - Current advancements and future prospects
   - Addressing shortages and improving recruitment
   - Supporting the next generation of aviation professionals, e.g. support for STEM (Science, Technology, Engineering and mathematics) education
4. **Professionalism and Leadership**:
   - Enhancing leadership skills within the aviation industry in the advent of AI and rapidly advancing technology and addressing human capital shortages in the APAC Region
5. **Air Traffic Management**:
   - Challenges in managing the airspace system
   - Enhancing instructional capabilities of air traffic management instructors
   - Addressing air traffic controller shortages
6. **Aviation Safety Management Systems**:
   - Incorporating human factors in training to better navigate complex aviation management systems with robust safety management practices that work seamlessly together
7. **Cybersecurity**:
   - Protecting aviation systems from cyber threats

SAMPLE TRAINING SYMPOSIUM CHECKLIST

Pre-Event Planning
1. **Organizing Committees**
   - Organize the Working Group members into committees required by the Symposium
   - Each committee should have a leader and members with defined roles/responsibilities
2. **Define Objectives**:
   - Determine the goals and outcomes of the symposium.
   - Identify the target audience
3. **Budgeting**:
   - Estimate costs for venue, speakers, marketing, and materials.
   - Secure funding or sponsorships.
4. **Venue Selection**:
   - Choose a location that is accessible and has the necessary facilities.
   - Ensure the venue can accommodate the expected number of attendees.
5. **Date and Time**:
   - Select a date that avoids major holidays or industry events.
   - Consider time zones if the event is virtual or hybrid.

Content and Speakers
1. **Agenda Development**:
   - Plan sessions, workshops, and panel discussions.
   - Allocate time for networking and breaks.
2. **Speaker Invitations**:
   - Identify and invite industry experts and keynote speakers.
   - Confirm their availability and requirements.
3. **Content Creation**:
   - Prepare presentations, handouts, and digital materials.
   - Ensure content is relevant and up-to-date.

Logistics
1. **Registration**:
   - Set up an online registration system.
   - Provide clear instructions and deadlines.
2. **Travel and Accommodation**:
   - Arrange travel and lodging for speakers and VIPs.
   - Provide attendees with information on nearby hotels and transportation.
3. **Technical Requirements**:
   - Ensure AV equipment, internet access, and technical support are available.
   - Test all equipment before the event.

Marketing and Communication
1. **Promotion**:
   o Create a marketing plan using social media, email, and industry publications.
   o Design promotional materials like flyers and banners.
2. **Communication**:
   o Send regular updates to registered attendees.
   o Provide clear information on the event schedule and logistics.

On-Site Management
1. **Registration Desk**:
   o Set up a registration area with staff to assist attendees.
   o Provide badges, programs, and welcome packets.
2. **Event Coordination**:
   o Assign roles to staff and volunteers.
   o Ensure smooth transitions between sessions and activities.
3. **Networking Opportunities**:
   o Organize networking sessions, dinners, or social events.
   o Provide spaces for informal meetings and discussions.

Post-Event Activities
1. **Feedback Collection**:
   o Distribute surveys to gather attendee feedback.
   o Analyze responses to improve future events.
2. **Follow-Up**:
   o Send thank-you notes to speakers and attendees.
   o Share event highlights and materials with participants.
3. **Evaluation**:
   o Review the event's success against the initial objectives.
   o Document lessons learned and best practices.

POSSIBLE COMMITTEES:

1. Steering Committee *(suggest to be the WG Chair and Vice Chairs)*
- **Role**: Provides overall direction and oversight for the symposium.
- **Responsibilities**:
  - Define the symposium's objectives and goals.
  - Approve the budget and major expenditures.
  - Make high-level decisions regarding the event.

2. Program Committee
- **Role**: Develops the symposium's agenda and content. Collects and analyzes feedback to improve future events.
- **Responsibilities**:
  - Identify and invite speakers and panelists.
  - Plan sessions, workshops, and panel discussions.
  - Review and approve presentation proposals.
  - Organize networking sessions, dinners, and social events.
  - Provide information on local attractions and amenities.
  - Assist with attendee inquiries and support.
  - Design feedback survey, analyze results and compile a report with recommendations for future symposiums.

3. Logistics Committee
- **Role**: Manages the physical and technical aspects of the event, including attendee registration and related processes.
- **Responsibilities**:
  - Select and coordinate with the venue.
  - Arrange for AV equipment, internet access, and technical support.
  - Handle travel and accommodation for speakers and VIPs.
  - Set up and maintain an online registration system.
  - Handle on-site registration and check-in.
  - Distribute feedback surveys and compile responses.
  - Provide badges, programs, and welcome packets.

4. Marketing and Communications Committee
- **Role**: Promotes the symposium, manages communications and secure funding/sponsorships.
- **Responsibilities**:
  - Develop and execute a marketing plan.
  - Invite partners/sponsors, and provide packages
  - Create promotional materials and manage social media.
  - Communicate with attendees and stakeholders.