SUBJECT: INVITATION to the AOT Faculty Education Program (FEP) in CITY, COUNTRY

Dear {FullName},

On behalf of the AO Foundation and your country chairperson we take great pleasure in inviting you to the AO Faculty Education Program.

The entire program consists of:

1. **Month DD–Month DD: Online activities including self-assessment, preparation, and discussions.**
2. Month DD+DD: Live event in CITY, COUNTRY
3. Month DD-DD: Online evaluation/feedback, self-assessment

**Completion of all three parts are mandatory** in order to receive your course certificate.

For more information, please find attached the Information Brochure for this program.

**Online activities**

If you are intending to accept this invitation, we would like to remind you that the **online activities of the program are mandatory and involve 2-3 hours of work per week—**please be aware that the online content will not be repeated during the face-to-face event.

**Registration**

You will receive the link to register for the event in a separate email. Please accept or decline the invitation using the link provided in the email. As soon as you have accepted, you are definitively registered for the program **with your agreement to take part in the whole program including all online activities.**

**Please register until latest Month DD, Year. Thank you.**

**Travel/Expenses**

AO will cover the cost of your economy flight ticket but please note that all flights MUST be booked through our travel agency CWT. Following your acceptance for the course they will reach out with an offer. Should you wish to change routes or upgrade we kindly ask that you accept and make any additional changes with the agency directly and at your own expense.

You will find all travel and expenses information in the online Event room under "Guides+policies" and as well as in the Information Brochure.

**VISA Invitation letter**

You can download your Visa Invitation letter from the Event room under "Visa letter Link". If you need support with your visa application please email me directly any requirements at the time of flight confirmation.

If you have any questions, please do not hesitate to contact me.  
We would be delighted if you join us!

With kind regards  
  
FEP ORGANIZER FIRSTNAME

Attachment: FEP Brochure