SUBJECT: FEP online activities—WEEK 1

Dear {FirstName},

Welcome to the online preparation phase of the Faculty Education Program (FEP).
Today, you start with the online activities that will go on during the next 5 weeks until the face-to-face event in LOCATION.

**The online activities of the FEP 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 in LOCATION.** Therefore, we strongly encourage you to complete each week's tasks within the given deadlines.

At the beginning of every new week you will receive an email like this informing you about the current tasks. The tasks of your first week are the following:

**Week 1—Introduction (MM DD–DD)**

* Upload your picture (if you have not yet done so)
* Get to know the virtual learning space
* Introduce yourself in the introduction forum
* Complete the pre-course self-assessment (sent in a separate email created by Survey Monkey. Please do not "opt out" otherwise you will not receive the post-course assessment which is also required for certification)
* Please note that you can only access the tasks of week 2 after completion of the assessment

Please find attached detailed instructions for these tasks.

To access the virtual learning space, please log in at www.aotrauma/spine/cmf/vet.org with your username and password. Then go to “Your action items” where you will find the link “Virtual learning space”. Clicking on the link will take you directly to the virtual learning environment.

Attached to this email you will also find the user guide which gives you more detailed information on the different functionalities of the virtual learning space.

If you have any technical questions regarding the online training, please do not hesitate to send us an email.

We would like to thank you in advance for your cooperation and we are sure your efforts will be rewarded by the success of being an AO faculty.

FIRSTNAME OF FACULTY & EDUCATOR