SUBJECT: Final information and Program for LOCATION

Dear {FirstName},

We are very pleased to send you the latest information for the AO Foundation Faculty Education Program in LOCATION.

**Transportation from the airport**

EDIT PER ORGANIZATION OF ON SITE LOCATION

***Terminal XX Arrival Meeting Point:***

1. Please arrange your pick-up time to the airport directly with the hotel or by taxi.
2. Our drivers will be waiting outside the arrival hall with a hotel paging board, on the board will be written HOTEL NAME. Please note that guest name will not be on the board; guest will need to identify himself to the driver who will assist him with the transfers.

**Transportation to the airport**

1. Please arrange your pick-up time to the airport directly with the hotel or by taxi
2. Organize for groups based on flight times. Indicate on site DAY 2.

**Hotel/Venue**

Your hotel room is booked according to your requirements over the event room at the:

Hotel name

Address

Country

Phone

**Program**

Please find attached the **Final Program**.

**DAY, MONTH XX—Registration starts at XX:XX** in the hotel in front of the meeting Room "Bahri B" and the program will start at 08:15.

**We hope that you are prepared for the live event. Please bring on USB:**

1. 7-minute lecture based on a clinical topic of your choice.  
2. 10-minute discussion group with a clinical case of your choice.  
3. Prepare both practical exercises according to the instructions (incl video 1 and video 2)

We very much look forward to seeing you in **XXX.**  
  
With kind regards  
FEP ORGANIZER FIRSTNAME