## Hotel welcome letter for participants

**AO Foundation Faculty Education Program**

**LOCATION, COUNTRY, MONTH DD+DD, YEAR**

Place, Date

Greetings,

Welcome to the AO Foundation Faculty Education Program!

Here is some administration information for you:

**Day 1─WEEK DAY, MONTH, DD, YEAR**

* The registration takes place at XX:XX─XX:XX in front of the meeting room "London"

in the hotel

* The event will begin at XX:XX and end at XX:XX
* For dinner we meet at XX:XX in the hotel lobby, a bus will bring us to the restaurant "XXXX"

**Day 2─ WEEK DAY, MONTH, DD, YEAR**

* Please check out at the hotel latest at XX:XX
* The program will start at XX:XX and end at XX:XX
* XX:XX─XX:XX Lunch

**Preparation for the face-to-face event:**

1. Prepare to give 7-minute lecture based on a clinical topic of your choice.  
2. Prepare to facilitate 10-minute small group discussion with a clinical case of your choice.  
3. Prepare to run both practical exercises according to the [instructions](https://aotrauma.desire2learn.com/d2l/common/dialogs/quickLink/quickLink.d2l?ou=%7borgUnitId%7d&type=content&rCode=AO-11531) (incl. [video 1](https://aotrauma.desire2learn.com/d2l/common/dialogs/quickLink/quickLink.d2l?ou=%7borgUnitId%7d&type=content&rCode=AO-11532) and [video 2](https://aotrauma.desire2learn.com/d2l/common/dialogs/quickLink/quickLink.d2l?ou=%7borgUnitId%7d&type=content&rCode=AO-11533))

We appreciate the time that you dedicate to attending this program and are very much looking forward to meeting you.

Kind regards,

FEP organizer Name and Signature