**Invitation email sent out of CMM with standard invitation tool**

Subject: Invitation to AO Faculty Education Program, City, Country

Dear [full name]  
  
You are invited to attend the following event as Faculty training participant:  
  
**AOTrauma/AOSPINE/AOCMF/AOVET Faculty Education Program**  
City, Country  
DD Month Year - DD Month Year  
  
Your presence is requested  
From: DD Month Year, 00:00 (00:00 pm)  
To: DD Month Year, 00:00 (00:00 pm)  
  
Your assignments are:  
Not defined yet  
  
You can accept or decline this invitation by using the following link or by selecting 'Invitations' in the 'My events' panel of myAOTrauma/Spine/CMF/VET.  
  
<https://aotrauma2.aofoundation.org/eventinvitationstatus.aspx?id=678f3597-1c44-43ba-a6cd-669161035b3c&from=PG_EVENTINVITATIONS>  
  
Program—the entire program consists of:   
MONTH DD–MONTH DD: Online activities including self-assessment, preparation, and discussions.   
MONTH DD+DD: Live event in LOCATION  
- Day 1: DAY, MONTH XX at 8:00am  
- Day 2: DAY, MONTH XX until 14:00pm  
MONTH XX–ongoing: Online evaluation/feedback, self-assessment   
  
We look forward to your response.  
FEP ORGANIZER FIRSTNAME