SUBJECT: FEP online activities—WEEK 1

主题：FEP在线活动——第一周

Dear {FirstName},

亲爱的 （姓名）：

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.  
欢迎您参加AO教员培训项目（FEP)的在线准备阶段。今天，您将开始即将持续五周的在线活动，直到在（地点）举办的面对面现场活动开始。

**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.  
FEP的在线活动部分是每位学员必须参加的项目，每周大约需要两至三个小时的学习时间。请注意：此在线活动的内容在（地点）的面对面现场活动环节将不会再重复，因此，请您务必在每周的截至日期前完成相应的规定任务。

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:

在每周开始之际，您将会收到一封与此邮件相似的提醒函，主要是告知您目前的学习任务。您第一周的任务如下：

**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 precourse self-assessment

第一周——介绍（ 月 日至 月 日）

* 上传本人照片（如仍未上传）
* 了解虚拟学习空间
* 在介绍论坛做自我介绍
* 完成课前自我评估

Please find attached detailed instructions for these tasks.

以上任务的详情介绍见之后附件内容。

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.

登录虚拟空间方法：请用您的用户名和密码在网站上登录。然后点击进入“您的活动项目”后，再点击“虚拟学习空间”即可直接进入虚拟学习空间中。

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.

此邮件的附件中包含使用指南，为您提供更多虚拟学习空间中不同功能的详细介绍信息。

If you have any technical questions regarding the online training, please do not hesitate to send us an email.  
如果您有任何关于在线培训方面的技术性问题，尽请给我们发邮件询问。

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.  
在此，我们想提前感谢您的合作，我们相信您的付出终将得到收获——即成为一名优秀的AO教员。

FIRSTNAME OF FACULTY & EDUCATOR

教员及培训师姓名