**Reminder: Online activities preparation—WEEK 1**

温馨提醒：在线活动的准备工作——第一周

Dear XX,

亲爱的 XX:

Please be aware that the online precourse tasks have been defined as an integral part of the AOVET Faculty Education Program (FEP) and their content will not be repeated during the live event in LOCATION.
请注意：网上的课前任务是AOVET教员培训项目(FEP)不可分割的一部分，所涵盖的内容在位置进行的现场活动环节将不被重复。

Therefore, please make sure that you start with the online activities as early as possible during the first week as it is difficult to catch up reading the contributions that other participants make. If you are likely to be late starting the sessions please contact us so we can advise.

由于在第一周较难做到不断地跟进阅读其他参与者的发帖信息等，因此，请确保您在第一周尽早开始在线活动内容。如果您没有把握做到按时跟进课程，请联系我们，我们将给您相应的建议。

Week 1—Introduction (Month DD – Month DD) **•   Get to know the virtual learning space
•   Introduce yourself in the forum**

**•   Complete the precourse self-assessment**

第一周——介绍（ 月 日－ 月 日）

* 了解虚拟学习空间
* 在论坛作自我介绍
* 完成课前自我评估

To access the virtual learning space, please log in at www.aovet.org with your username and password. Then go to your “Your action items”. You will find a link “Virtual learning space” which takes you directly to the virtual learning environment.

登录虚拟学习空间的方法：请使用您的用户名和密码在 [www.aovet.org](http://www.aovet.org) 网站上登录。然后进入“Your action items”（“您的活动项目”），在此您将看到“Virtual learning space”(“虚拟学习空间“)的链接，点击后您将直接进入虚拟学习环境中。

Attached to this email you will find the user guide which gives you more detailed instructions. The same user guide is accessible within the virtual learning space.
此封邮件的附件中包含使用指南，为您提供更多更为详细的介绍信息。在虚拟学习空间里也有同样的使用指南。

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 AOVET 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回报——成功地成为一名AOVET教员。

Kind regards,
谨此致意！

NAME                   NAME
Educator                             Faculty

姓名 姓名

培训师 教员