(Year) (Month) (Day)

Schedule of Stay

1. Be sure to specify the date of arrival and departure. If the flights and airports/ports to be used for arrival and departure are fixed, be sure to write them.
2. Write the place of stay in detail. (If staying at hotel, write its name, address and phone number.)
3. The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format “(date) – (date)” is acceptable.

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| Date | Activity Plan | Contact | Accommodation |
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(Year) (Month) (Day)

Schedule of Stay (Example)

1. Be sure to specify the date of arrival and departure. If the flights and airports/ports to be used for arrival and departure are fixed, be sure to write them.
2. Write the place of stay in detail. (If staying at hotel, write its name, address and phone number.)
3. The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format “(date) – (date)” is acceptable.

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| --- | --- | --- | --- |
| Date | Activity Plan | Contact | Accommodation |
| Feb. 19 2023 | Arrive at Kansai Intl Airportfrom XXX, Flight YYYGo to Kobe by bus | Cellphone+xxxxxxxxxxxxx | Hotel ABCAddress: xxxxxxxxxxTelephone: xxxxxxxxxx |
| Feb. 20 2023- Feb. 24 2023 | Attend International ConferenceZZZ at Hotel CBA | Same as above | Same as above |
| Feb. 25 2023 | Preparation for returning homeafter sightseeing at Kobeall day | Same as above | Same as above |
| Feb. 26 2023 | Go to Kansai Airport by busReturn home from KansaiIntl Airport, Flight YYY |  |  |
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