(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.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Activity Plan | Contact | Accommodation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(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.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Activity Plan | Contact | Accommodation |
| Feb. 19 2023 | Arrive at Kansai Intl Airport  from XXX, Flight YYY  Go to Kobe by bus | Cellphone  +xxxxxxxxxxxxx | Hotel ABC  Address: xxxxxxxxxx  Telephone: xxxxxxxxxx |
| Feb. 20 2023  - Feb. 24 2023 | Attend International Conference  ZZZ at Hotel CBA | Same as above | Same as above |
| Feb. 25 2023 | Preparation for returning home  after sightseeing at Kobe  all day | Same as above | Same as above |
| Feb. 26 2023 | Go to Kansai Airport by bus  Return home from Kansai  Intl Airport, Flight YYY |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |