



## 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 +xxxxxxxxxxxxxx	Hotel ABC Address: xxxxxxxxx Telephone: xxxxxxxxx
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		