

Itinerary in Japan (Sample)

【 For Business/ Conference/ Training/Cultural Exchange/ Sports Exchange etc. 】

	Date	Activity Plan	Contact	Accommodation
Day 0	1 Feb. 2024 <i>*Must be THE SAME DATE *as on FLIGHT RES.</i>	Arrive at Narita Airport by Qatar Airline (QR351)	Cel. 090-0000-1111 Taro GAIMU (Mr.) Middle East Division, MOFA Corporate	Tokyo Hotel Toranomon 03 (0000)-2222 1-1-1, Kita kasumigaseki, Chiyoda-ku, Tokyo
Day 1	2 Feb. 2024	Meeting with staffs of the headquarter of MOFA Corporate (in Tokyo)	Same as above	Same as above
Day 2	3 Feb. 2024	Visits to Niigata factory of MOFA Corporate and meetings with business partner corporates of MOFA Corporate (in Niigata)	Same as above	Same as above
Day 3	4 Feb. 2024	Meetings with business partners of JJ Co. Ltd. (in Yokohama)	Same as above	Same as above
Day 4 to Day 6	5-7 Feb. 2024	Attend trainings and the annual meeting given by MOFA Corporate (in Osaka)	Same as above	Osaka Sunshine Inn. Premium Minami (06) 0000-3333 2-2-2 Minaminamba, Chuo-ku, Osaka
Day 7	8 Feb. 2024	Return to Tokyo Shopping in Tokyo	Same as above	Tokyo Hotel Toranomon (Same as the above mentioned.)
Day 8	9 Feb. 2024 <i>*Must be THE SAME DATE as on FLIGHT RES.</i>	Depart from Narita airport by Qatar Airline (QR352)	—	—

NOTES:

- **Maximum 2 pages in A4 or Letter size.**
- Specify the arrival date, flight number and airport of arrival in the first row.
- Specify the departure date, flight number and airport of departure in the last row.
- Under “Date”, write day and month when you plan to do the activity. If the activity continues on consecutive days, the format “(date) - (date)” will be acceptable.
- Under “Activity Plan”, specify the activities to be done and the place (including names of cities) for each day in a separate row.
- Under “Contact”, specify the landline/cel. number of accommodation or contact person.
- Under “Accommodation”, specify the name, address and tel. of accommodation.