Date of Submission: / /2023

(mm/ dd/ yyyy)

**Itinerary**

The itinerary during the stay in Japan of the (number ) persons including the representative (Name ) is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Date  (mm/dd/yyyy) | Schedule/Activities | Contact | Accommodation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note

* Please kindly provide concrete information of your flight and train including the date, time flight/train information of your arrival to Japan and departure from Japan (date, time, airport flight number/train number) and hotel information (name, location, phone number).
* If you need to stay outside of Toyama Prefecture during the trip for a due and unavoidable reason, please indicate the purpose and detailed contact information (address, phone number, name, and affiliation of a contact person)

Please refer to the example shown in the next page.

Date of Submission: / /2023

(mm/ dd/ yyyy)

**Itinerary (Example)**

The itinerary during the stay in Japan of the (2) persons including the representative (Ashok Kumar) is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Date  (mm/dd/yyyy) | Schedule/Activities | Contact | Accommodation |
| Oct. 24, 2023 | <Arrive In Japan>  ABC Airline (Fight No. XX123)  xx Airport Depart time; 00:00  Narita Airport Arrival time; 00:00  Move to Toyama | Mobile phone:xxxxxxxxxx  Tel: xx-xxxx-xxxx | ABC Hotel  Address: xxxxx  Tel: 076-xxx-xxxx |
| Oct.25, 2023 | PM:  Complete the preparation for exhibit and display of the booth in the trade fair. | Toyama New Industry Organization:  K.Kataguchi, R.Daidai, R.Tsukio  Tel: +81-(0)76-732-1321 | Same as above |
| Oct.26, 2023 | All day:  Participate in the “Toyama General Manufacturing Industry Trade Fair 2023”. | Same as above | Same as above |
| Oct. 27, 2023 | Same as above | Same as above | Same as above |
| Oct. 28, 2023 | Same as above | Same as above | Same as above |
| Oct. 29, 2023 | Move to Tokyo |  |  |
| Oct. 30, 2023 | <Leave Japan>  ABC Airline (Fight No. XX123)  Narita Airport Depart time; 00:00  xx Airport Arrival time; 00:00 |  |  |