Also, add your other activities, if planned (e.g., Short Course, Side Meetings, SPARC...).

(Year) (Month) (Day)

Itinerary in Japan

Replace [Departing Airport] with your home airport (e.g., New York-JFK).

Replace [Hotel] with the hotel you will stay at.

The itinerary in Japan of the visa applicant(s) is as follows:

Date	Activity Plan	Contact	Accommodation
	Itinerary for [Your Name]		
24 September 2018	[Departing Airport] --> [Arriving Airport: Typically Tokyo-Narita, Tokyo-Haneda, or Kansai] --> Takamatsu	iCACGP-IGAC 2018 LOC +81-29-850-2930	[Hotel], Takamatsu, Kagawa
25-29 September 2018	2018 joint 14th iCACGP Quadrennial Symposium and 15th IGAC Science Conference (iCACGP-IGAC 2018)	iCACGP-IGAC 2018 LOC +81-29-850-2930	[Hotel], Takamatsu, Kagawa
29 September 2018	Takamatsu --> [Departing Airport: Typically Tokyo-Narita, Tokyo-Haneda, or Kansai] --> [Arriving Airport]	iCACGP-IGAC 2018 LOC +81-29-850-2930	