

20TH
IDM JOINT
GRADUATION
CEREMONY
CLASS OF 2026

idm
INSTITUTE OF
DEVELOPMENT
MANAGEMENT



GRADUATION INFORMATION PACK

*Celebrating Achievement.
Inspiring Lifelong Learning.*

THEME: "THRIVING AS A CONTINUOUS LEARNER IN AN EVER-CHANGING ENVIRONMENT."



30 OCTOBER
2026



TLOKWENG
ROYAL ARIA, BOTSWANA



1

VENUE & DATE

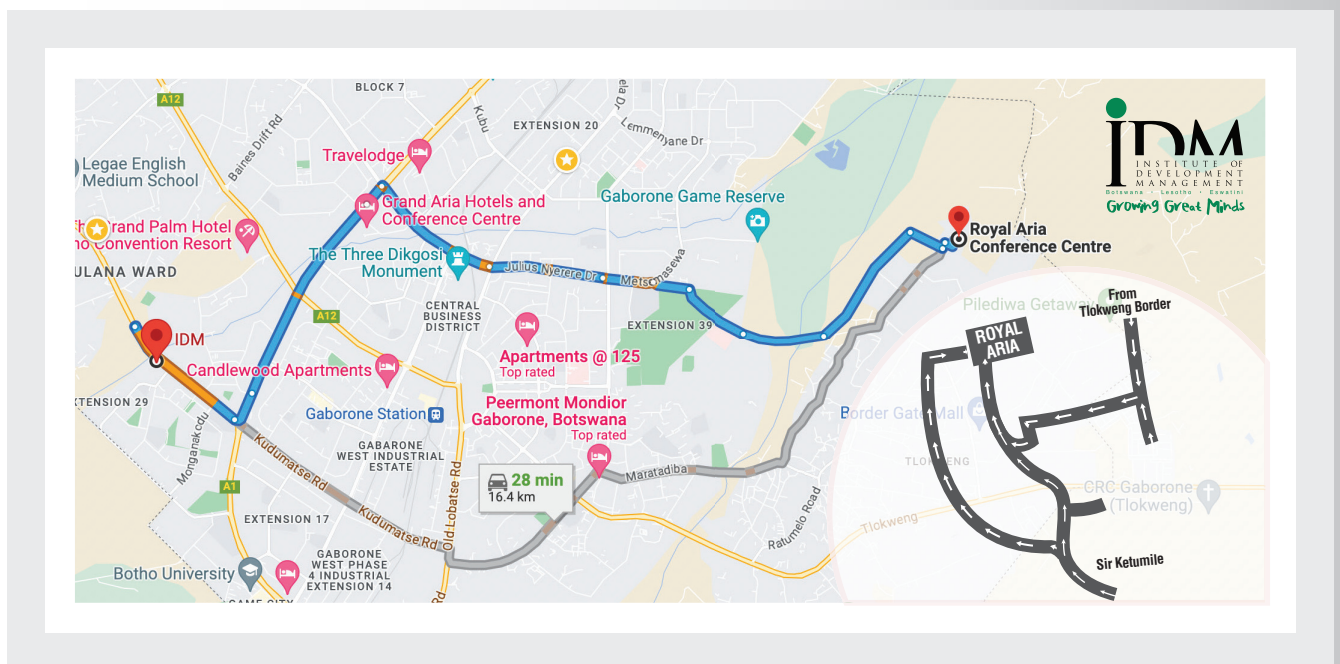
The countdown to a remarkable milestone has begun!

The Institute of Development Management (IDM) warmly welcomes graduands, families, friends and distinguished guests to the 20th IDM Joint Graduation Ceremony, hosted by IDM Botswana on behalf of the three IDM partners.

The ceremony will take place on **Friday, 30 October 2026, at Royal Aria Convention Centre, Tlokweng, Botswana** (approximately 5Km from the Gaborone City center).

This special occasion brings together the graduating classes of Botswana, Lesotho and Eswatini to celebrate the dedication, resilience and academic achievements of our learners.

VENUE DIRECTIONS:



PLAN YOUR JOURNEY IN ADVANCE AND ALLOW SUFFICIENT TIME FOR REGISTRATION, ACADEMIC DRESS ARRANGEMENTS AND SEATING.

2

ATTENDANCE & ARRIVAL

Early Arrival. Smooth Procession. Memorable Moments.

Graduands are required to arrive at the venue by 06h00 on Friday, 30 October 2026.

The graduation ceremony will commence promptly at 07h15. By this time, all graduands must be seated in their designated areas and ready for the official proceedings.

Upon arrival, please:

- Report to the designated registration or assembly point.
- Confirm your seating and procession arrangements with the ushers.
- Ensure that your academic regalia is correctly worn.
- Remain in your assigned area until instructed to proceed.
- Keep your personal belongings secure.

Late arrival may disrupt the procession and the formal proceedings. Make an early start and give yourself time to settle in.



3

ACADEMIC REGALIA

Wear Your Achievement with Pride.

Your academic gown is more than ceremonial attire - it is a symbol of your hard work, perseverance and the knowledge you have earned.

- All graduands participating in the ceremony must wear the approved academic regalia prescribed by IDM for the qualification being conferred.
- A separate pack for graduation regalia and official supplier's information will be communicated through the Institute's official social media platforms.
- Each graduand is responsible for ensuring that they source the correct academic regalia for their qualification.
- Please confirm that your gown, hood, cap and other required accessories correspond with the qualification you are being awarded.

Important: Graduands without the appropriate academic regalia will not be permitted to participate in the graduation ceremony.

Do not leave your graduation attire to the last minute. Arrange your academic dress early and arrive ready to celebrate your achievement in style.

4

GRADUATION DRESS CODE

Formal, Smart and Graduation-Ready

Graduation is a prestigious academic occasion, and your attire should reflect the significance of the day.

Graduands are expected to wear formal clothing beneath their academic gowns.

Please observe the following:

- Wear smart, formal and comfortable clothing.
- Choose footwear suitable for walking, standing and participating in the procession.
- Ensure that your clothing is neat and appropriate for a formal academic ceremony.
- Avoid casual attire, sportswear, flip-flops and clothing that may interfere with the proper wearing of academic regalia.

Look the part, feel the part and celebrate the moment!

5

COMPULSORY DRESS REHEARSAL

One Final Walk-Through Before the Big Day

Every successful ceremony begins with good preparation.

A compulsory graduation dress rehearsal will be held on the eve of the ceremony:

Date: Thursday, 29 October 2026

Time: 17h00

Venue: Royal Aria, Tlokweng

All registered graduands are required to attend.

The rehearsal will familiarise graduands with the procession, seating arrangements, movement during conferment, stage procedures and other essential graduation-day instructions.

Attendance is important to ensure that the ceremony runs smoothly and that every graduand knows exactly what to expect.

The dress rehearsal will be recorded, with selected footage made available on the Institute's official social media platforms.



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PROVISIONAL GRADUATION LIST

Check Your Details. Confirm Your Achievement.

The provisional graduation list will be published on the Institute's official communication platforms.

Graduands are responsible for checking their names, qualification titles and other relevant details and reporting any corrections to the appropriate IDM office within the stipulated period.

Publication date: Friday, 25th September 2026

Deadline for corrections: Friday, 2nd October 2026

The Institute will make every effort to ensure that the graduation list is accurate. However, graduands should verify their details promptly, as errors or omissions that are not reported within the designated period may not be corrected in time for the ceremony.

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CONDUCT & CEREMONIAL DECORUM

Respect the Occasion. Honour the Achievement.

Graduation is a celebration of academic success, but it is also a formal ceremony that requires discipline, courtesy and respect.

All graduands are expected to:

- Follow the instructions of ushers, faculty members and ceremony officials.
- Observe the designated seating arrangements and procession order.
- Maintain order and decorum while entering and leaving the venue.
- Remain in the assigned seat unless instructed otherwise.
- Return to the initial seat after conferment and remain seated until the official programme concludes.
- Give full attention to speeches, presentations, award announcements and other proceedings.
- Switch mobile phones to silent mode.
- Avoid unnecessary movement, loud conversations, disruptive behaviour or any action that may distract from the ceremony.

Celebrate enthusiastically, but remember that every graduand deserves to hear and enjoy this important moment.

8

THE GRADUATION PROGRAMME

Follow the Celebration from Start to Finish

The official graduation programme will guide you through the day's proceedings, including the procession, welcome remarks, speeches, conferment of qualifications, awards and closing formalities. Copies of the programme will be available at the venue and digitally through IDM's official website and social media platforms.

Please keep your copy as a memento of your graduation day.

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GRADUATION BOOKLET

Your Achievement, Preserved in Print

The graduation booklet is a keepsake that captures the significance of the 20th IDM Joint Graduation Ceremony and celebrates the graduating class of 2026.

A digital version will be uploaded to the IDM website under the Downloads section.

Take a moment to explore the booklet, celebrate your fellow graduands and preserve this special chapter of your academic journey.



10

OFFICIAL PHOTOGRAPHY & VIDEOGRAPHY**Capturing Moments That Last a Lifetime.**

Graduation is an important academic milestone, and IDM will have officially appointed photographers and videographers documenting the ceremony.

Graduands, guests and other participants may appear in official photographs and video recordings. By attending the ceremony, you acknowledge that you may be photographed or filmed. Official recordings may be retained in the IDM Library as part of its institutional archives and used in authorised Institute communications and publications.

Personal Photography & Videography

For the smooth and dignified conduct of the ceremony, only accredited photographers and videographers will be permitted inside the graduation arena. Graduands and guests wishing to arrange personal photography or videography should make the necessary arrangements with an accredited provider in advance.

Please allow the official team to capture your special moments while observing the decorum of the occasion.

11

GRADUATE EXCELLENCE AWARDS**Celebrating Exceptional Achievement**

Academic excellence, dedication and outstanding performance deserve recognition. The Institute will confer various prizes and awards on deserving candidates in accordance with procedures established and approved by the Academic Body.

These awards celebrate graduands who have distinguished themselves through exceptional academic performance and other recognised achievements.

Congratulations to all award recipients. Your excellence inspires the next generation of continuous learners!

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COLLECTION OF CERTIFICATES & ACADEMIC DOCUMENTS**Your Qualification. Your Next Chapter.**

Graduation day marks the formal celebration of your academic achievement. However, official academic certificates and related documents are not issued during the ceremony.

Each graduand attending the ceremony will receive an official graduation scroll during the conferment proceedings.

- Arrangements for the collection of certificates and other academic documents will be communicated by the Institute through the appropriate channels.
- Certificates will be made available for collection at the relevant Botswana, Lesotho and Eswatini campuses following graduation, in accordance with the Institute's procedures.
- Academic transcripts and result slips may be collected earlier, subject to the relevant academic and administrative requirements.

Graduands who wish to authorise another person to collect their academic documents on their behalf must follow the established authorisation procedures.

Please monitor official IDM communications for collection dates, required documentation and collection arrangements.



Find Accommodation That Works for You

IDM has compiled a list of accommodation facilities in and around Tlokweng and Gaborone for the convenience of graduands and guests.

Graduands and guests are free to choose and book accommodation that best suits their preferences, location and budget. You may also explore options through reputable travel agencies, accommodation booking platforms and the Botswana Tourism Organisation.

Please make your accommodation arrangements well in advance, particularly if you are travelling from outside Gaborone.

Name	Distance To Venue	Rooms Available	Rates/Night	Rating	B&B	Contacts Website Link
1. Oasis Hotel	7 Kilometers	75	P980 Twin Room P799 Standard Room	3	Yes	+267 3928396
2. Overflow Guest House	10 Kilometers	8	P580 Executive P620 Deluxe P530 Standard	2	Yes	+26775485229(WhatsApp)
3. Bakaya Hotel	7 Kilometers	16	P600 Standard P750 Executive	3	Yes	+26774658542(WhatsApp)
4. Milele Guest House	500 meters	5	P390 Standard P470 Deluxe P640 Executive	2	Yes	+26776463427(WhatsApp)
5. Apelles Palace Guest House	500 meters	5	P450 Standard P550 Executive	2	Yes	+26771704662(WhatsApp)
6. Square Connections Guest House	200 meters	7	P500 Budget Room P600 Standard P700 Junior Executive P1050 Bachelor Pad	2	Yes	+26777777791(WhatsApp)
7. Terra Cotta View Guest House	2.5 Kilometers	5	P420 Standard P450 Deluxe	2	Yes	+26775227001(WhatsApp)
8. Kingross Bed and Breakfast	5 Kilometers	5	P520 Standard	2	Yes	+26771869641(WhatsApp)
9. The Felicitious Guest House	3 Kilometers	5	P450 Standard P550 Executive	2	Yes	+26771723567(WhatsApp)
10. Molotsi Self Catering	8 Kilometers	4 x 2 beds	P700 (2 beds apartment) P350 Sharing	2	Yes	+26771290173(WhatsApp)
11. Haithoms Guest House	4 Kilometers	5	P400 Standard P450 Deluxe P500 Executive	2	Yes	+26774153764(WhatsApp)
12. Platinum Hotel	3 Kilometers	13	P400 Standard P500 Executive P900 Family room	3	Yes	+26773127184(WhatsApp)
13. Emerald Hotel	6 Kilometers	18	P450 Standard P550 Deluxe P700 Executive	3	Yes	+26775388834(WhatsApp)
14. WoodLane Hotel	7 Kilometers	60	P750 Standard P990 Twin Bed	3	Yes	+26777680101(WhatsApp)
15. Innisfree Apartments	7 Kilometers	47	P895 Luxury Room P1095 Family Suite	2	Yes	+26772118111(WhatsApp)
16. Grand Aria Hotel	12 Kilometers	77	P970 Standard Room P1130 Twin Bed	3	Yes	+267 3104584
17. Regent Hotel	7 Kilometers	36	P1200 Single Occupancy P1395 Double Occupancy	3	Yes	+26775364305(WhatsApp)
18. Avani Hotel	7 Kilometers	199	P1310 Standard Room P1530 Superior Room P1745 Garden view Room P2180 Club Room P3115 Executive Suite Room	3	Yes	+267 3616041
19. Indaba Lodge	7 Kilometers	70	P1000 Standard Room P845 Twin Room	3	Yes	+267 3999500
20. Hilton Garden Inn	10 Kilometers	147	P1900 Standard Room P4028 Suite Room	3	Yes	+267 3704202
21. Hotel 430	10 Kilometers	70	P3485 Standard P4500	3	Yes	+26773029990(WhatsApp) +26774037321(WhatsApp)
22. Cresta Lodge	9 Kilometers	145	P1255 Standard Room P2045 Suite Room	3	Yes	2673975375
23. Cresta President	7 Kilometers	92	P900 Standard Room	3	Yes	+267 3953631
24. Peermont Mondior	6 Kilometers	64	P1150 Standard P1150 Executive	3	Yes	+26771885825(WhatsApp)
25. Royal Aria Hotel	0 Kilometer	58	P1029 Standard	3	NO	+26773601649(WhatsApp)

TRAVEL TIP: Gaborone is approximately 10-30 minutes' drive from Royal Aria, depending on the starting point and traffic conditions. Allow additional time for morning traffic and venue access.



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IMMIGRATION & BORDER SERVICES

Travelling Across Borders? Plan Ahead.

Graduands and guests travelling from Lesotho and Eswatini, or other countries, are encouraged to confirm their travel and immigration requirements well in advance.

Tlokweng is accessible through the Tlokweng border crossing, which is approximately 15 minutes from the graduation venue, subject to traffic and border procedures.

The Ramotswa Border Gate near Ramotswa is approximately 40 kilometres from Tlokweng, with an estimated driving time of about 45 minutes, depending on road and traffic conditions.

The Pioneer Border Gate near Lobatse is approximately 79 kilometres from Tlokweng, with an estimated driving time of about 1 hour 12 minutes, depending on road and traffic conditions.

Border operating hours:

- Pioneer Border Gate (Lobatse–Skilpadshek): 06:00–00:00 (midnight) daily.
- Ramotswa Border Gate (Ramotswa–Swartkopfontein): 07:00–18:00 daily.

Travellers should:

- Carry valid travel and identification documents.
- Confirm visa and entry requirements where applicable.
- Allow sufficient time for border clearance.
- Check the latest border operating hours before departure.
- Plan their route to ensure timely arrival at the venue.

For official immigration information, consult the relevant Botswana immigration authorities or the nearest Botswana diplomatic mission.

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WEATHER FORECAST ON GRADUATION DAY

Check the Forecast. Plan Accordingly.

Graduands and guests are encouraged to check the weather forecast in the days leading up to graduation and plan accordingly.

As graduation will take place in late October, weather conditions may vary. Please consider the forecast when planning your travel, attire and personal comfort, particularly if travelling from outside Gaborone.

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INVITATION CARDS

Entry to the Graduation Arena

Entry into the graduation arena will be strictly by invitation.

Each graduand is permitted to invite two (2) guests to the ceremony.

Every graduand will receive an entry invitation for themselves, while their two invited guests will be admitted using the designated guest invitation arrangements.

For safety and comfort, children under the age of 12 will not be permitted into the graduation arena. Graduands and guests are kindly requested to observe this requirement.



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WELCOME TO THE IDM ALUMNI COMMUNITY

Graduation Is Not the End. It Is a New Beginning.

Your relationship with IDM does not end when you leave the graduation stage.

Upon graduation, you become part of the IDM alumni community - a growing network of professionals and lifelong learners connected by shared experiences, knowledge and achievement.

As an alumnus or alumna, you will have an opportunity to remain connected to the Institute, fellow graduates and the wider professional community.

For information on alumni engagement, please liaise with the Marketing and Communications Office or the Registrar.

Carry the IDM legacy forward. Stay connected. Keep learning. Keep growing.

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A FINAL WORD TO THE CLASS OF 2026

You Have Earned This Moment!

To the graduating classes of Botswana, Lesotho and Eswatini: your journey has demanded commitment, courage, sacrifice and perseverance.

Today, you stand at the threshold of new opportunities. Carry the knowledge you have gained, the relationships you have built and the lessons you have learned into every chapter that lies ahead.

The world is changing, and so must we. Continue to learn, adapt, innovate and lead with purpose.

As you celebrate this milestone, remember that graduation is not simply the conclusion of an academic journey - it is the beginning of a lifelong commitment to growth and excellence.

Congratulations,
Class of 2026!

**YOU MADE IT. NOW GO OUT
THERE AND MAKE YOUR MARK!**

#IDMGraduation2026 | #ContinuousLearner | #IDMLegacy



IMPORTANT INFORMATION

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INSTITUTE OF
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MANAGEMENT

For all graduation-related enquiries, please contact the following:

IDM – Botswana

Gaborone Office: (+267) 361 2100

Francistown Office: (+267) 241 0300

Email: graduation@idmbls.ac.bw

Institute of Development Management (IDM)

Botswana | Lesotho | Eswatini

Thriving as a Continuous Learner in an Ever-Changing Environment.

