



Program Management

The ISTO provides a complete menu of comprehensive management and operational support, from formation to ongoing facilitation, administration and financial management of an industry group's daily activities. The resources required and provided can be scaled and tailored to meet the needs and objectives of each group, on an as needed basis.

- **Formation Assistance** — Assist in the formation of an entity that meets the groups organizational goals and objectives. Create the organizational structure and business operations plan. Publicly solicit membership and supporters.
- **Association Support** — Executive level support will be provided by an ISTO executive who will develop overall strategies to help a program achieve its goals. Additional support is available for program committees, working groups, and special task forces.
- **Headquarters Office Support and Identity** — ISTO's offices provide a physical location for each group. Staff resources as necessary as well as office systems such as a dedicated fax and voice mail, provide a point of contact for members, media, and others.
- **Membership Support** — At the request of the Program, the ISTO could develop and execute a plan for membership recruitment, retention and support. The ISTO is organized to effectively coordinate each organization's unique membership support needs.
- **Patent and Intellectual Property Licensing Administration** — ISTO will coordinate and manage each organization's unique rules and procedures regarding intellectual property and the disposition and licensing of technology and patents. Unique IP procedures can be adopted by each group. ISTO possesses unique capabilities to provide a neutral administrative forum to initiate, and provide oversight of, programs to facilitate the joint licensing of patents essential for implementation of a particular standard.
- **Insurance and Non-Profit Status** — Programs are covered under the ISTO's Insurance policies and 501 (c)(6) Non-Profit Status.
- **Meeting and Events Planning** — The ISTO can plan, organize, and coordinate all of the logistics for an organization's meetings and tradeshow. Support can include: site selection and contracting, pre-registration (via web or e-mail), on-site registration, on-site logistics, room blocking, booth staffing, and audio/visual service contracting.