



eventbuilder
enterprise virtual event services

CAPABILITIES STATEMENT

ABOUT US

EventBuilder is a full-service virtual event management company.

ESTABLISHED 2016

EventBuilder offers expert virtual event management and live support alongside software that enhances Microsoft Teams, providing secure and scalable tools for registration, branding, communication, engagement, and analytics. We specialize in planning, delivering, and reporting on global trainings, partner programs, complex, large-scale event series, hybrid conferences, and in-person badging/check-in services.



**Authorized Microsoft Preferred
Supplier Number: 0003000922**

Legal Name:
NW Virtual Partners LLC dba EventBuilder

Service Area: Global

Headquarters:
915 Broadway St, #250, Vancouver, WA 98660

NAICS: 541990, 541512, 541511, 541618

UNSPSC: 43231500

Cage Code: 855G8

Unique Entity ID (UEI): FAY7TD3FKJL9

Washington State UBI: 603-606-055

Oregon Certification ID: 13905

Commodity Codes: 962-34 Event Planning
Service, 962-58 Professional Services, 920-40
Data Processing/Software Services

SERVICES

Comprehensive Event Management

From planning and setup, to live support and reporting, we offer end-to-end support for virtual and hybrid events.

Scalable Program Support

Ongoing management for high-volume virtual event programs, backed by dedicated managers and experienced event producers.

Microsoft Teams-Integrated Software

Built to enhance Microsoft Teams and Town Hall with advanced registration, branding, communication, segmentation, and reporting.

Flexible Delivery Formats

Support for live, hybrid, simulated live, on-demand, and in-person delivery for global audiences.



DIFFERENTIATORS

Proven at Scale

75,000+ Microsoft events delivered since 2016, including high-volume programs Microsoft offers its teams and partners worldwide.

Microsoft Teams Mastery

Microsoft Teams and Town Hall experts; complex event builds, troubleshooting, and client training.

Fast Turnaround, No Shortcuts

SLAs as fast as 48 hours for event production, without cutting corners on quality.

Real People, Real Support

24x5, real-time phone and email help from event experts that know your programs, for presenters and attendees.



ISO 27001
Certification
Security Information
Management
System



ISO 27701
Certification
Privacy Information
Management
System

Toll-Free: 800.290.5900

Main Office: 360.787.4145

Contact: Renee Conlee (she/her)

Direct: 503.207.2654

Email: renee.conlee@eventbuilder.com

www.eventbuilder.rocks



Global IT Training, Av. 500 Sessions/Month - Microsoft Enterprise Support Digital - 2016-Present

- Comprehensive event program management and production.
- Customized processes for high-volume support.
- EventBuilder-integrated registration into Microsoft Teams.
- Full event logistics and 24x5 email/phone support for presenters and attendees.



Channel Training, Av. 6 Sessions/Month - Microsoft Commercial Licensing - 2016 - Present

- EventBuilder-integrated registration into Teams Town Hall.
- Centralized hub for content and registration access.
- Full event logistics and 24x5 email/phone support for presenters and attendees.
- Custom event reporting: event stats, demographics, attendee engagement.



4-Day In Person Conference, 2 Keynotes, 15 Session/Annual - Dynamic Events - 2024 - Present

- Customized registration design and production.
- Centralized hub for attendee registration access.
- Badging and in-person check-in assistance.
- Real-time insights and custom reporting to support ROI.



Town Halls, Multiple Divisions/Quarterly - Advantage Solutions - 2023 - Present

- Custom CSS & HTML event landing pages.
- Live event logistics including technical and presentation rehearsals.
- Coordination of up to 10 presenters in different locations, presentation management, Q&A moderation.
- Delivered to over 25,000 employees.



General Public Meetings - Hybrid/Monthly - NAACP - 2020 - Present

- Event management to improve overall engagement and reduce interruptions.
- Custom reporting, including voting results.
- On-site AV setup for hybrid events; live streaming, closed captioning.
- Created hybrid event option (in-person + virtual) to increase participation.

VALUED CUSTOMERS

Microsoft

LinkedIn

Advantage Solutions

Dynamic Events

NAACP

Materion

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"I can't thank you enough, everything that I've asked you to assist me with, to assist our speakers with, it is unmatched. I could not do what I do without you. The entire EventBuilder Team has been such a wonderful support system for me, and I am thankful for our collaborative partnership."

Yolanda Frazier, President of the NAACP



"We have been using EventBuilder for our partner events and have great success with the platform. The EventBuilder team is very responsive with excellent customer service. We always get a thorough answer the first time."

Mike Iem, Senior Program Manager

Azure IoT Marketing & Partner Events for Microsoft