

QTalks Guideline

revised on January 13, 2021

This document constitutes the first guideline for organizing/hosting QTalks. It will be modified according to QWorld's needs and experiences, which are expected to evolve with time as these events take place. The coordinators will lead such modifications in coordination with the committee and the marketing department. Final approval of any modification to these guidelines will be made by the QBoard.

QTalks are webinars organized by QCousins or QWorld's departments. The topic of these seminars is centered around quantum information science and its applications, delivered in a way that is accessible to the general audience. Also, these series of talks constitute a variant of the global series organized by the QBoard (QWebinars).

The QTalk series was initiated with the following goals in mind:

- Encourage local groups to organize “good quality”¹ popular online talks on quantum software and technologies in English or regional languages.
- Encourage cooperation among the local groups and parts of QWorld, e.g., a local group may invite a member of the other local group as a speaker or moderator.
- Reach out to QJuniors with popular talks and seminars.
- Contribute and support inclusion and diversity with inspiring talks—increasing representation from historically underrepresented minorities.
- Encourage local groups to contribute to QWorld’s departments mission.

Currently, there are three kinds of QTalks (for reference, visit <http://qworld.lu.lv/index.php/qtalks/>):

- QTalks organized by QCousins in the format of QTalk in [Country]
- QTalks for Juniors, targeted to high-school students.
- QTalks with women hosting women but open to everyone.

Similar to QBronze workshops, QTalks are the events under QWorld. There are specific regulations about QTalks, and Marketing department will provide support for QTalks.

QTalk (selection) committee

This committee is responsible for (i) making a quick review² of whether a proposed talk is suitable for being a QTalk and (i) helping the organizers for finding a topic/speaker for a QTalk.

¹ Quality refers to both content and talk deliverance.

² To speed up the process, the coordinators reserve their rights to accept the talk after four (4) members of the committee agree on the suitability of the speaker/talk.

QTalks management | contact: gtalk@qworld.lu.lv

- Coordinators: Zeki Seskir and Andrea Delgado
- Marketing: Agnieszka Wolska

The committee members (7): Javier Andrés Orduz, Andrea Delgado, Aurel Gabris, Pawel Gora, Ozlem Salehi, Zeki Seskir, and Zoltan Zimboras.

How to name a talk as QTalk?

Any QTalk proposal will be shortly revised by the QTalk committee to ensure its scientific aspects and suitability for a generic audience, as well as whether it is well motivated.

If you have a QTalk proposal, the first step is to send an email to gtalk@qworld.lu.lv with the speaker's name, title (if decided), or topic, and the motivation. The committee must provide an answer within 3 working days.

- Any talk related to pseudoscience will be rejected.
- Any speaker promoting pseudoscience may not be accepted.
- Pure technical/theoretical talks may not be accepted, as QTalks should be engaging and accessible to a general audience.
- The committee reserves its right to reject talk proposals that are not considered well-motivated.

Please contact the QTalk committee (gtalk@qworld.lu.lv) for your questions or further information.

A QTalk may be promoted to QWebinar. If the organizers accept the invitation, then at least one organizer will be a moderator of the QWebinar.

Tools

Each organizer is free to use its own tools and resources. By default, we use zoom meetings and we broadcast on YouTube when the expected number of participants exceeds the capacity for a Zoom meeting. The Zoom meetings are recorded automatically on the cloud. Later, the recorded video is trimmed and a cover image is added.

Permissions

The speaker of a QTalk must consent to the following permissions in writing by email with gtalk@qworld.lu.lv in CC. Typical permissions include:

- QTalk will be conducted as a Zoom meeting which will be recorded.
 - If it is planned: QTalk will be broadcasted on YouTube.
- The recorded video may be published by QWorld and the local group on their YouTube channels.

The committee reserves its rights to withdraw the invitation to give a QTalk if the speaker does not agree with these permissions.

Also, please note that selected QTalks may be published by QWorld as well. In such cases, the same QTalk will be published by both the local group and QWorld.

Submission Guidelines

QTalks can be hosted in a monthly or bi-monthly series or as a part of larger events such as a workshop, this part is flexible and up to the organizers.

In any case, before starting your preparations, contact marketing@qworld.lu.lv. QWorld may make announcements by using its channels, especially for the QTalks in English. QMarketing can help the preparation of the local graphics.

If it is a stand-alone event, then we suggest using an application form to collect emails and also to ask permission to store data and confirming having read and agreed to a code of conduct. Contact qtalk@qworld.lu.lv for an application form template.

If it is organized as part of a larger event (like a workshop), the organizers should integrate the QTalk into the program of the event as they seem fit. This should be done in a manner that is consistent with permissions required for the talk.

The organizing party is responsible for hosting or arranging a host for the talk.