Guidelines for QCousins

Updated on August 21, 2023

QWorld

Introduction

Open (Education | Software | Science | Technology | Documentation)

Who we are: QWorld is a global network of individuals, groups, and communities collaborating in the field of education and implementation of quantum technologies and research activities.

What we do: QWorld works to popularize quantum technologies and quantum software and to involve more people in the field by working publicly and/or academically and locally and/or internationally.

Our goal: Having an open access and public global ecosystem for quantum technologies and quantum software by the year 2025 so that each interested hardworking individual, group, institute, or region can be easily part of the ecosystem.

Organization

QWorld is governed by the QBoard. QWorld has four active departments:
- QCousins
- QEducation
- QResearch
- Marketing

We also have QWomen and QJunior departments that are in their initial phase.

QWorld is a project of QWorld Association, a non-profit organization registered in Estonia with number 80588591 on November 20, 2020. At the moment, we keep the association part light to avoid extra bureaucracy. Each local group can also establish their own non-profit organization. We plan to start to discuss this issue with the local groups through 2022.

More information on the QWorld's structure: https://qworld.net/about-us.

Conflicts of Interest

We, as QWorld, follow certain ethical and operational codes. Each member or volunteer under QWorld must agree to follow our code of ethics and conduct.

In this part, we give the specific codes to regulate the possible conflict of interests.

It is natural to have some conflicts of interest between two different parts or between the whole and its part(s). Whenever you face a gray area issue or you are in doubt, please do not proceed according to your guess or as you wish, instead, please ask for advice from the coordinators of the group or the network/department you belong to or QBoard (the Board of QWorld) or the ethics committee of QWorld.

Any project or activity under QWorld network can belong to (i) QWorld, (ii) some departments of QWorld, (iii) some groups in QWorld networks, (iv) some QWorld network members, or (v) some combinations of those.

As a basic rule, the priority is given to the whole over parts. QWorld has the highest priority, then comes QWorld's departments, then the groups in those networks, and finally the individuals. Moreover, a part is not allowed to compete with the whole or another part. Besides, all title holders of QWorld (coordinators, leaders, vice-coordinators) should avoid conflicts of roles (roles under QWorld networks) and personal interests. Such conflicts should be managed to ensure the interests of QWorld and title holders should prioritize her/his role under QWorld over her/his other roles.

As a special case, any event or project or activity can be named starting with "Q" only by QBoard, and any such name can be checked on our website under events and projects. The groups can present their offers to the QBoard who makes the final decisions. Any seemingly unethical decision can always be reported to the Ethics Committee of QWorld.

When managing a conflict of interest, the following (not a limited list) should be taken into account: the generic aims and principles of QWorld, the Code of Ethics, the other parts of Code of Conduct, and the scope of an activity or project.

The geographical scope of QWorld and its departments is global or international. The scope of the local groups is usually national or regional. On the other hand, a group is allowed to host or lead a QWorld's (or its department's) international activity or project with the permission of the owner (such as QBoard or QResearch) of the activity or project. Besides, each group is encouraged to extend its scope by using a language other than English with the permission of its network. (For example, QPoland can organize an international workshop in Polish.) The expectations and regulations are defined in the event guidelines. (Please contact the coordinators whenever there is no ready guideline.)

Any such event should not create a conflict of interest among local groups and should be organized with the permission of QCousins department. Here are some examples:
- QHungary cannot organize a workshop in Turkey without permission or involvement of QTurkey.

- A member of QLatvia cannot solely organize an event that is defined under the QWorld network without involvement or permission of QLatvia (or any other part of QWorld).
- QPoland can organize a workshop in another country based on the invitation or mutual agreement; QPoland can organize a QBronze workshop in Poland; and, QPoland can organize a QBronze project in neighboring countries with the permission of the QCousins department.
- QPoland cannot organize a European wide QBronze workshop alone but QPoland can lead such workshops with the permission and coordination of the QCousins department or QBoard depending on the aims of the project.

The events and projects under QWorld

To operate smoothly and avoid the conflicts, we have been developing certain guidelines. Each part of QWorld must follow these guidelines. We have also been preparing suggestion documents to share the previous experiences within our network.

Here we list the events and activities that QCousins can organize locally or contribute or take part.

The current activities

- **QPrep** is the preparatory workshop series for Bronze, involving linear algebra and Python https://qworld.net/qprep/
- **QBronze** is the introductory workshop series using the tutorial called Bronze.
  - https://qworld.net/workshop-bronze
  - It has been organized **more than 80 times**. It has minimal requirements for the participants such as knowing a programming language and high school level mathematics.
  - A typical QBronze can take between 16 and 20 hours for a participant. It has been well received by the participants without any previous background.
  - We see QBronze as a useful event for the beginners and also *for helping the expansion of the local groups by involving new members and volunteers* as done by QLatvia and QTurkey.
- **QNickel** is the workshop series using the tutorial called Nickel, focusing on oracular algorithms. The prerequisite is Bronze: https://qworld.net/qnickel/
- **QSilver** is the workshop series using the tutorial called Silver, focusing on complex numbers and Shor's algorithm, a continuation of Bronze: https://qworld.net/qsilver.
- **QIntern:** It is our online internal internship program that was initially held in July-August 2020. This was our first experience to collaborate on research, implementation, and software development under QWorld. https://qworld.net/qintern-2020. In summer 2021, QIntern2021 was organized, and now we are also planning the next editions.
- **QWebinars**: The webinar series organized by QBoard. We hosted 21 guests including Scott Aaronson, Maria Schuld, and Ronald de Wolf by March 2022.

- ○ https://qworld.net/qwebinars.
- **QTalks:** The online talk series organized by local groups or QWorld's departments. Each talk proposal is revised by the QTalk committee.
  - ○ https://qworld.net/qtalks.
  - ○ 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.
- **QTraining programs:** We have organized three global and one local training programs until now:
  - ○ QTraining for Bronze, an internal training program for Bronze. The main aim of the program is to train mentors who will do mentoring later on in QBronze workshops organized by their groups, by the other QCousins, or by QWorld. https://qworld.net/qtraining-for-bronze-2020.
  - ○ QTraining for Silver, an internal 2-week training program for Silver. The main aim of the program is to train both mentors and instructors who will take part in QSilver workshops organized by their groups, by the other QCousins, or by QWorld: https://qworld.net/qtraining4-for-silver.
- **QWHacks/QJams:** Our hackathon series. We have the experience of four local hackathons organized by QTurkey, one online hackathon co-organized by QPoland, and QJam2021 (https://qworld.net/qjam2021/). We expect more hackathons will be organized in the future, and then QWHack is expected to be a standard series of QWorld.
- **QDrive** was a European-wide project held between May-July 2019. The QDrivers traveled almost 80 days by car, during which 11 workshops were organized in 8 different countries.
  - ○ https://qworld.net/qdrive.
  - ○ The project was led by QLatvia; and the current QCousins QTurkey, QPoland, QHungary, QBalkan, QSlovakia, and QCzech were among the hosts of QDrive.
  - ○ The ideas behind QWorld were developed during the QDrive.
  - ○ QDrive or a similar project can be very helpful for a QCousin to create a big interest and impact in its region in a short time.

QEducation

We are working on developing new tutorials. In the middle term, we aim to create undergrad and graduate level courses, and also train instructors for our courses. Two pilot courses are
- QCourse511-1 "Quantum Computing and Programming"
- QCourse570-1 "Projects in Quantum"

We are using our own Canvas as the LMS to trace homework or online exams for our workshops or courses. https://qworld.net/qeducation/

QResearch

We are operating study groups and research projects under QResearch. We are working to increase the collaboration among the researchers under QWorld. https://qworld.net/qresearch

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The QCousins Network

Introduction

This is the main network under QWorld for the groups. The idea behind "being QCousins'" is to create active local groups, who can support and encourage each other, and to operate together on a global scale under QWorld.

We have three main focuses for expanding:
● Global (engaging every country)
● Inclusion and Diversity (i.e., engaging more women and, more generally, people from disadvantaged or underrepresented groups)
● Juniors (engaging young generations, e.g., starting from high schools)

Governance

Coordinator: Paweł Gora
Vice-coordinator: Lorraine Majiri
Other members: Zeki Seskir, Maksims Dimitrijevs, Kareem H. El-Safty, Abdulmalik Baitulmal, Kenneth Olisa Isamade, Ioannis Theodonis, Ini Ukut, Tayma Aldahmani
Contact: qcousins@qworld.net

The QCousins network is managed by its coordinators and is represented in the QBoard with up to three coordinators. The network coordinators can recruit vice-coordinators for helping the management or define another structure, if necessary.

Each QCousin assigns up to two members to represent themselves in the network. They should be people who are willing to take responsibility, be accessible, have a working understanding of quantum technologies (come from a STEM background and/or completed some training etc.). The network coordinators may allow more representatives if the QCousin operates in more than

one city or region actively. The representatives can be nominated as the members of the network by the network coordinators. The network coordinators can also nominate the people actively contributing to the network as members.

The codes, rules, and regulations

Expectations in short

Being a part of QWorld!
- Each QCousin is expected to organize local activities and events developed and defined under QWorld, and also contribute to the developments of these activities and events when having enough resources.
- A QCousin can offer new activities or projects to the QWorld network and take a lead for their developments by being open to collaboration within QWorld.

Supporting the expansion of QWorld and its networks!
- Each QCousin is expected to encourage their members to take part in the (non-local) events and projects under QWorld or its networks.

Sharing and supporting each other!
- The QCousins Network helps each new QCousin for its establishment, (smooth) operation, and expansion.
- A QCousin can have its own local agenda, and a QCousin is expected to share its local (successful) experiences with the other QCousins.

Expectations from the local team to be entangled

- A group of at least 2 people (we prefer more).
- Strong connections with the universities (at least 1 member should be from academia).
- A minimal level of quantum computing knowledge and competencies (the group should have a member or advisor (e.g., academic researcher) with a good enough level of knowledge in the domain of quantum computing).
- Some members of the local groups should be successful participants in some QWorld's events before the entangling event. QWorld representatives can invite them to certain events.
- Being active - responding to emails / good communication at least with the mentor, attending meetings (e.g., with QWorld members), showing interest, motivation and determination in becoming QCousin.
- Organizational competencies - demonstrating ability to organize workshops, e.g., organizing the entangling event may be a good trial.

- Being open to new local members and volunteers following our codes, sharing our aims, and willing to actively contribute, i.e., a QCousin should not be an elitist or exclusive group.

Codes for the memberships of groups

A person may not be allowed to be part of QWorld, its networks or departments, or any group in its networks if the person
- promotes *pseudoscience* (deviating from the scientific methods), or
- abuses the word 'quantum' in an unscientific context (e.g. quantum healing, quantum parapsychology), or
- states contradictory and exaggerated claims, or
- does not show openness to evaluation by other experts.

Specific commitments after entanglement

These are basic expectations for a QCousin to operate and also create local interests in parallel to the goals of QWorld.
- Within a year: at least 1 introductory workshop (QBronze)
- Within two years: at least 1 introductory workshop (QBronze) and at least 1 advanced workshop (QSilver or QNickel).

Yearly reporting, planning and evaluation

In January, each local group prepares a report about their activities in the past year as well as goals and plans for the upcoming year, and sends it to the network coordinators. The report should have three parts:
1. Local activities or projects that are defined under the QWorld or its networks or departments.
2. Contributions to QWorld, its departments, or its networks should also be listed in the report. Here, both individual or group contributions should be listed. Some examples are education material development, taking part in an international workshop or hackathon, being a mentor for a new QCousin candidate, or taking part in the marketing department of QWorld.
3. Other activities.

This document should also have goals (e.g., we aim to reach a wider audience, increase the number of our members and number of activities), plans (e.g., at least 1 QSilver workshop and 1 QBronze workshop) and strategic plans (e.g., we should work with high schools more) for the next year.

Based on these documents, each QCousin will be evaluated by the QCousin Network coordinators. There may be 3 possible outcomes of the evaluation:

- Inactive or almost inactive → possibility of removing/suspending QCousin from the network
- Partially active → a gentle reminder to do more in the next year, the QCousin coordinates may recommend some actions
- Active → no action needed

In order to prepare the reports, QCousins can use the following template: https://docs.google.com/document/d/1RWtdKRLlQNqSacEMDDFNc2Mi6dAQIVVIB30aQ-yXYgE/edit?usp=sharing

Application procedures for a new QCousin

The application procedure has four stages: application, meeting, entanglement, and integration. There is a review procedure by the network coordinators in each stage.

I - Application

The interested people should first read this document and information on the QWorld's website https://qworld.net to ensure that they agree on our regulations. If so, they should contact the QCousin Department member by email (qcousins@qworld.net) and send the details of the local team that could help evaluate the applying team (name, last name, position, university/company, the links to personal web pages, LinkedIn profiles of each member, the information about the participation in the previous QWorld events / workshops like QBronze, etc.). The QCousin Department members may ask for more info about the local team or schedule a meeting to learn more. They also have the right to ask recommendations from the local well-known people or personally-known people who might have information about the local team.

After reviewing the application, the QCousin Department members make a decision about the first local team. The possible outcomes can be as follows:
  A. Not-suitable (i.e., violating some codes or rules).
  B. Partially-suitable and a modification on the team is required.
  C. Suitable but not sufficient to initiate a local team at the moment and so the extension of the team is required before going to the second stage.
  D. Suitable but not sufficient to initiate a local team at the moment with potential to extend the first team during the second stage.
  E. Suitable.

If the first team is suitable (E) or almost-suitable (D), we proceed to the second phase by assigning a responsible person from QWorld for the process, who is expected to be their mentor.

II - Meeting

The next step is to schedule an online meeting between the team, their mentor and the members of the QCousins Department. The goal of the meeting is getting acquainted with each other and discussing the organization of the entangling workshop. If both parties agree to continue, then the interested people are asked to form the first local team and involve local institutions or parties. The mentor should add the members of the local team to QWorld's Discord and a channel dedicated to the entanglement process of this QCousin candidate to facilitate the further communication.

III - Entanglement

The first team and QWorld arrange and organize an entanglement event (e.g., QBronze workshop) together. It should be a joint event of QWorld and the local group: the owner of the event is QWorld and the host is the local group. This means that QWorld is responsible for preparing the graphics, initiating registration forms and promotion, organizing lectures, and issuing certificates. The host is responsible for advertising the event within the local communities and mentoring during the workshop. The rest should be discussed by the QWorld and the host.
- When the local group is formed, then this event will be called the entangled event.
- This event is an opportunity for both parties to work together and also get to know each other better.
- If the first team is almost-suitable, then this event can be used to attract new people.

After this event, if both parties agree to continue, then the second team is reviewed by the network coordinators.
- If this review ends with a successful decision, then the local group is formed and welcomed to the QCousins network.
- Otherwise, the QCousins network provides support to the local team to fulfill the expectations within a determined period.

IV - Integration

The new QCousin is technically integrated to the network. The new QCousin works closely with its mentor for a year to complete the integration *operationally* and *conceptually*.

Mentorship

The QCousins network assigns a mentor for each candidate QCousin. This mentor helps the integration of the candidate, is in charge of organizing the entangling workshop and also evaluates the progress (first yearly report) of the candidate.

The mentor evaluates the first yearly report prepared by the new QCousin.

- If the new QCousin is inactive or almost inactive, then it is removed from the network.
- If the new QCousin is only partially active, then the network coordinators extend the integration period for 12 months for another review.
- If the new QCousin is active but still needs support, then the mentoring process is extended for 12 months.
- If the new QCousin is active enough (without any extra support), then the mentoring process is terminated.

Codes

Each group, its members, and its volunteers must agree to accept and follow our codes.
- https://qworld.net/code-of-ethics-and-conduct/

Each group can define further codes without contradicting the existing ones after getting positive opinions from the Ethics committee of QWorld.

Privacy

Each group should have its own privacy policy (including cookies if there is a separate website) and at least one data protection officer. The ones by QWorld can be used as a template:
- https://qworld.net/privacy-policy/
- https://qworld.net/cookie-policy/

The group can also use QWorld's privacy policy until preparing one.

Financial activities

Each group under QWorld must be non-profit. They can be economically active (e.g., paying salaries and making agreements) but they cannot distribute the profit.

Two main sources of income are donations and sponsorships. All activities offered by a group are by default non-profit. The only exception can be made for private companies (e.g., getting payment for an educational seminar) excluding the educational entities, and the payment can be received only by a non-profit organization.

Until QBoard decides otherwise, any member of the groups, networks, departments or QWorld is not allowed to do business or profitable activities by using the materials, activities, or projects defined under QWorld.

Further exceptions may be made only by the QBoard. Please advise the QBoard if you have some proposals not listed above or in the gray area.

Good practices

How to organize the local groups and define a formal membership?

In this section, we describe some good practices that might prove beneficial for you when forming and supporting your local groups.

First of all, always keep in mind that this is (mostly) volunteering work. Expecting these efforts to take priority over other responsibilities from your group members might statistically yield unfavorable outcomes (such as members leaving, becoming inactive, or losing their enthusiasm). However, you should always make it clear that when there is a commitment, they should deliver.

While organizing local groups, we would recommend forming two or three circles. The most inner circle should be formed by the most active and committed members. This is usually (but not always necessarily) the initial team forming the QCousin. These members should be chosen from people with high motivation. Organizing workshops and events is an excellent way to attract such potential candidates, though expect a ratio of approximately 50:1 (you might gain one highly motivated member out of 50 participants). So do not get disappointed if not as many people as you wished have joined you from the beginning.

The second circle should be formed from former participants, quantum enthusiasts, interested students (for academics), interested teachers (for students), and so on. These members should not be required to be as-active-as the inner circle. Though they might be called upon from time to time for smaller tasks (like mentoring, etc.), they are mainly your key toward reaching a greater network. Each person usually 'knows' around 2-3 relevant actors (potential participants, speakers, donors, experts, enthusiasts, etc.). Keeping the second circle of members helps you access this wider range of networks.

To keep the second circle active, we recommend organizing talks and meetings from time to time. These meetings should contain discussion sessions where interested outsiders can talk to you or let themselves be known. Keep in mind that, especially introverted people might be reluctant to speak unless given the opportunity. So it would be beneficial to create safe spaces where people do not get interrupted and can express themselves more freely.

Finally, a third circle might be beneficial if you can reach wider audiences (with a social media following or with a mail group). We recommend sending monthly or bi-monthly newsletters to keep such a circle active. Please note that people's interest in quantum technologies might develop or fade away, so be respectful to people on your mailing lists if they wish to quit, give

them an explicit option to 'unsubscribe' to your newsletter. Since we are not a commercial entity, there is no point in spamming uninterested people with quantum stuff.

To formally define membership, we would suggest a method to keep only the most active members as 'official' members and to keep the rest of your group as something else. Otherwise, you would be dealing with a lot of incoming-outgoing members, which might prove problematic for keeping track of members. Furthermore, there should be some requirements from your members (being a mentor, organizing a talk, writing a blog post, etc.). They need to feel engaged, and you need members that produce outputs. Remember that, people are with you because they are interested in quantum tech and are willing to participate. Involve them in your decision-making processes. Ask them their opinions. Listen to them as much as you can. And ask them to take responsibility, especially if they come up with an idea (like an event, a material, content, etc.).

The leadership issue is usually a little bit tricky. We suggest having more than one coordinator and keeping a diverse leadership (in terms of gender, educational background, education level, etc.). A way to do this is to form different teams (like a team for organizing workshops, a team for creating blog posts, a team for community management, etc.), and empower them in their field of activity. Though in the formation process and during the first months of a QCousin, things usually progress with the sheer will of the coordinators and early members. So delegating too much in the early phases might prove unproductive. To be honest, each country, each group of people, and each QCousin has its unique conditions and dynamics. Keep track of what works and what doesn't, build upon the working models, and abandon what doesn't. Do not be afraid to experiment with different modes of doing things in the early phases of your QCousin. But remember that, at some point, you need to form a more rigid structure to build upon.

How to organize events?

We will describe in detail how we organize workshops, similar ideas and approaches can be used for other long events. Please check this document for the information about the organization of workshops:
https://docs.google.com/document/d/1zDYXju92hwSnwidFNAf4OqXHQnB7guwru7YBGlQWWn0
You can check our homepage https://qworld.net for additional examples of schedules of the workshops. Some additional comments about the organization of online and onsite workshops are in the following subchapters. In any case, you should always put information about the workshop in the QWorld's spreadsheet:
https://docs.google.com/spreadsheets/d/1IPjwxs8cr2IICgSLjTX5HTfwWu7xUr4O9Epxa5Gvelc/edit?usp=sharing.

Online organization of the workshop

Online workshop is usually organized in an asynchronous way. We use Discord as a platform where participants can communicate with mentors/instructors and get all the necessary information. Additionally, we use Zoom for live sessions where the instructor is giving a lecture explaining the topic and providing additional information, as well as answering any possible questions. In Zoom we use basic functionality - sharing the screen, chat, video, voice. So this all gives the feel of presence at the lecture and provides grounds for efficient communication. We also do our best to record the lecture so that absent participants still can see it. Lecture is like a bonus as we do our best so participants can learn and complete the course by themselves from our materials, with our additional help when they need it. If you organize a quiz (check previously mentioned document for the reference), it is advised to organize it during the live session, to lead the event by voice.

Usually we also organize an installation session before the workshop starts - it is an additional Zoom session for possible demonstration of the installation process, and also that people know that during the session they can ask questions that will be investigated immediately.

During the first live session the leader should explain the process - how and which channels to use on Discord (it's also good to have descriptions of all channels on Discord), how to do homeworks, how to work with notebooks, where and how to get help needed. Hours of workshop are the ones when mentors react fast on messages from participants, but it is possible for participants to work during other times and even to ask questions, replies will be just delayed as these are not active hours. It is advised to have at least one live session for each official day of the workshop.

For each day of the workshop a set of notebooks for participants to work with is announced, and a live session can give additional explanation of the notebooks. This is how our later day sessions regularly look like - summary of the day and Q&A session. Additionally, at the end of the session you can give a quiz with the topic of that summarized day. Overall, materials are designed in a way that participants can learn by themselves, so live sessions are additional help.

It is good to give an overall workshop summary session on the last day; people may ask about homeworks, how to join the team of corresponding QCousin, what they can learn next, when they will get diplomas.

Onsite workshop
In 2019, we mostly organized our workshops onsite, and it is still possible to do so now, just online solutions are cheaper and more applicable to large groups. We started to do online workshops in 2020 and still are improving our approaches. Positives for onsite workshops can be - more discussions, individual approach and overall may result in better quality.

Usually, we try to ensure that participants managed to install the system on their laptops and that they brought them to the event. Additionally, there can be local PCs with installed environments as an additional possibility/solution. Regularly, the beginning of the workshop is related to the installation issues.

After that lecturer goes through notebooks together with participants, there are moments when participants are provided with time to solve some of the tasks, during which time mentors and lecturer can go around and help participants.

Overall, the process can be described as lectures combined with solving tasks by participants and some discussions, here you can be creative.

Such workshops may have longer hours, e.g., 3 days of 6 hours + 1 hour for lunch break. Keep in mind to organize short breaks frequently enough, trying to not exceed 1 hour without rest.

Adding information about the workshops / activities

When you organize a new workshop, don't forget about updating information to our Spreadsheet https://docs.google.com/spreadsheets/d/1IPjwxs8cr2IICgSLjTX5HTfwWu7xUr4O9Epxa5Gvelc/edit?usp=sharing. Also, if your event is a pat of a larger QWorld's project (like QSPring), there might be some other spreadsheets that should be updated.

Integrating email address @qworld.net with Gmail account

When you organize a new QCousin group or join formal QWorld's structure, you will get access to an email access qcousin_name@qworld.net (e.g., qpoland@qworld.net) or firstname_lastname@qworld.net, respectively.

QWorld's email accounts are available at https://webmail.qworld.net.

However, if you have a Gmail account, you can configure it to receive and send emails to/from your @qworld.net email from Gmail (the QCousin Network coordinators can also set forwarding options). Here are the steps:
1. Open your Gmail web client and go to "Settings".
2. Go to "Accounts and Import" and in the section "Check mail from other accounts" select "Add a mail account".
3. A new window should pop up - provide the email address you would like to check (e.g., qcousin_name@qworld.net) and click "Next".
4. Select "Import emails from my other account (POP3)" and click "Next".

5. Provide the password to the added account that you have received from the QWorld's representative. Check "Leave a copy of the retrieved message on the server.". Keep the server name as "qworld.net". Click "Next".
6. You can also later configure your Gmail account to send emails using QWorld' email address. In order to do this, in the next step you should select the option "Yes, I want to be able to send mail as (...)".
7. In the next step, provide your QWorld's email address once again and click "Next".
8. Then, check the option "Secured connection using SSL" and set the port to 465, provide your QWorld's email password and server name "qworld.net". Then, click next.
9. You should receive the confirmation code sent to your QWorld's email address - copy and paste it to the box "Enter and verify the confirmation code" and click "Verify". (one important thing to note is that mails sent to your QWorld's email address might appear in your Gmail account with a delay, ranging from a few seconds to even 1 hour, so sometimes it's better to check your inbox at https://webmail.qworld.net).
10. Enjoy using your QWorld's email address from your Gmail account :).