

Memorandum

December 3, 2024

TO: Members of the ASPS, PSF and PSPS Boards of Directors
Members of the ASPS Trustees
Members of the ASPS Judicial Council
Chairs and Members of ASPS/PSF Committees, Subcommittees, Work Groups and Task Forces
Assembly Official Delegates and Designated Alternates
Editorial Boards of *Plastic and Reconstructive Surgery* and *PRS Global Open*

FROM: William Dzwierzynski, MD, Conflict of Interest Committee Chair

RE: **Requirement to Annually Disclose Conflicts of Interest – ACTION REQUIRED: Please update or complete your COI disclosure by December 31, 2024.**

I'm reaching out to remind you of the important requirement for all our volunteer leaders to update their [online Conflict of Interest \("COI"\) Disclosure Statement](#) annually. As the current leadership year (2025 term) began on September 30, 2024 and continues to October 12, 2025, we are reminding you of this requirement. This ongoing commitment to transparency and integrity is foundational to our work and mission.

The procedure for disclosing conflicts of interest relies on one's willingness to be forthright about all connections that may influence their options and decisions as they relate to discussions within the Society and Foundation. While disclosure is usually deemed sufficient to maintain the integrity of Society and Foundation decisions, some conflicts may require member recusal. The [Governing Documents](#), alongside other relevant documents, include Conflict of Interest Principles as a reference for resolving conflicts. The [COI Policy](#) defines conflicts and mandates disclosure of financial interests, affiliations, and familial ties. It also outlines a mechanism for conflict resolution, involving COI disclosure review by key personnel before ASPS/PSF Board and committee or assembly meetings to address potential conflicts with agenda items.

ACTION REQUIRED: Please update or complete your COI disclosure by December 31, 2024. Note that the COI disclosure statement was updated earlier this year so that the same COI disclosure form could be used for both educators and volunteer leaders. The COI disclosure form for authors and peer reviewers will still be separate. If you have updated your COI disclosure since March 18, 2024, you must update your information and press the green "Submit" button at the bottom right corner of the online form for your submission to be recorded. If there are no changes, you must hit the green "No changes since last update" button in the bottom right corner to ensure your disclosure statement records a submission date in the current leadership year. **If you have not completed your COI disclosure since March 18, 2024, your prior information was not transferred so you will have to enter all your information and press the green "Submit" button, after which your information will be carried forward.**

Should you have any questions or require assistance, please do not hesitate to reach out to Cassy Springer at COI-Inquiry@plasticsurgery.org.

Additional Resources

www.plasticsurgery.org/COI

www.plasticsurgery.org/ConflictOfInterest

[COI Disclosure Training](#). **All members are strongly encouraged to review this training** which describes what must be included for each of the three disclosure types: ASPS and PSF Leadership Service, CME Activities and Educational Meetings, and Authors and Peer Reviewers for PRS/PRS Global Open.